



## Casual Stage Manager

### Position Overview

February 2020

Belconnen Arts Centre's Casual Stage Managers are responsible for planning and executing the presentation of program and business activities, such as performances, launches, exhibitions and markets. Stage Managers coordinate stage and back of house activities during performances and act as liaison amongst production staff, ensuring the stage, set, props and cast are prepared for performances and providing cues and stage directions. This position reports to the Technical Manager.

### Operational Structure

Refer Attachment 1: Belconnen Arts Centre Operational Structure as at July 2019.

### Background

Situated on the shore of Lake Ginninderra in the north of Canberra, Belconnen Arts Centre opened in 2009. It is a multi-arts facility with four gallery spaces, a dance studio, two creative arts workshops, three creative studios and a large foyer space. From 2020, the venue will be complete with a 400 seat live performance and event space with associated foyer, café, gallery and rehearsal spaces. Belconnen Arts Centre engages with artists, communities and partners through Community Arts and Cultural Development practice, to empower and celebrate our identity, values and stories.

We are an incorporated non-profit association, and a Tax Concession Charity with Deductible Gift Recipient status. We are funded through a multi-year deed of grant through the ACT Government's Key Arts Organisation program, and generate income through arts services, sales, and venue hire.

Belconnen Arts Centre Incorporated has a governing Board of up to 10 members who direct the affairs of the Association, employ the Co-CEOs and provides strategic and policy direction.

### Our Purpose

To fuel a love of and engagement in the arts

### Our Vision

To be a leader and a powerhouse in all we do

### Our Key Objectives

To lead the ACT in Community Arts and Cultural Development

To be an inclusive, progressive and vibrant arts centre

To be the heart and soul of Belconnen

## Our Goals

In 2023, Belconnen Arts Centre will be:

1. A proactive **leader** in CACD Practice
2. A **catalyst** for positive change through our work with artists, communities and partners
3. A **generator** of exemplary project design and delivery
4. Recognised by our inclusive, engaging and affirmative **brand**
5. Led through adaptable, resilient and connected **governance**
6. A cherished **destination** that hums with activity
7. What people mean when they talk about **Belconnen**

## Term

This position is to be delivered on a casual basis and will require flexibility with work hours. The position commences with a probationary period of 3 months then undergoes a performance review and renewal every 12 months, subject to available resources.

## Classification & Wages

This position is classified as Production and Support Staff Level 8, Live Performance Award 2010. The wages for the position are \$35.00 per hour, including casual loading. Conditions and penalties are in line with the Live Performance Award 2010.

## Stage Manager

### Key Accountabilities and Position Description

- Work with the Technical Manager and other relevant staff members to determine stage management requirements for events where appropriate and identify any exceptional risk management considerations
- Assist in the bump-in and bump out of all stage management, prop, costume and set elements of productions for rehearsal and performance
- Coordinate back-of-house activities during performances including directing and cueing performers, and liaising between performers and technical crew
- Liaise with venue hirers, management and other stakeholders
- Work with the staff and volunteer Team, with artists and hirers, ensuring all procedures are followed, including risk management, plus reporting, communication and clarification where needed
- Work with staff and volunteers in other areas relevant to event presentation including setup and pack down of staging, seating and furniture
- Adhere to Belconnen Arts Centre policies regarding safety, access, reporting, delegations, use of equipment, IT resources, and conduct.
- Maintaining the backstage area in a clean & tidy state
- Carry out other appropriate duties as directed by the Technical Manager

## **Selection Criteria**

1. Experience in contemporary stage management practices and equipment for a multi-purpose venue in amateur and/or professional presentations
2. A strong understanding of the needs and requirements of a range of stage presentations and events with attention to detail.
3. Excellent communication, negotiation and representation skills with a demonstrable capacity to systematically learn from colleagues and clients and to then take their information to creatively realise, plan and deliver their promotion or activity.
4. Understanding and willingness to participate in emergency control procedures and incident reporting.
5. Ability to respond to emergencies and deal calmly and positively in a demanding environment.
6. Demonstrated ability to provide high quality front of house customer service with a broad range of stakeholders and audiences including hirers, volunteers, arts practitioners and arts workers, business, educational sector and government workers as well as general community.
7. Ability to work to strict deadlines, have good time management and multitask as required.
8. Demonstrated understanding of and commitment to the principles of community arts and cultural development, workplace diversity, participative work practices, risk management, workplace health and safety and staff development and training.

## **Additional**

Maintaining a current Working with Vulnerable People registration is essential.

Relevant qualifications are desirable, including:

Applicable Tertiary qualifications

Provide First Aid training

White card

Elevated Work Platform license

Work safely at heights training

Work Health and Safety training and certification

Current Driver's License