

POSITION DETAILS

Position Title

Staging Supervisor

Classification Level

Level 6

Division/Directorate

Venue Operations

Physical Location

Perth Theatre Trust Metropolitan Venues

Employment Type

Fixed-Term

Position Number

Various

Award/Agreement

Perth Theatre Trust Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments

Branch/Section

Technical Services

Effective Date

19/07/2021

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

14952, Head of Staging – Level 8

Positions reporting to this position

Casual Staging Team

PURPOSE OF THE POSITION

The Staging Supervisor is responsible for the daily operation and supervision of the staging teams within the venues which they are assigned. The Staging Supervisor position ensures the timely installation, operation, and removal of staging, scenic elements and rigging equipment.

ABOUT THE PERTH THEATRE TRUST

The Perth Theatre Trust (PTT) is a statutory authority established and constituted under the *Perth Theatre Trust Act 1979* to oversee the management and operation of theatres vested or leased to PTT by the State Government.

PTT is responsible for the care, control, management, maintenance, operation and improvement of theatres under its control which currently includes the Albany Entertainment Centre, His Majesty's Theatre, Subiaco Arts Centre and State Theatre Centre of WA.

PTT is part of the Culture and Arts Division, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC).

ORGANISATION	MISSION	VISION	VALUES
DLGSC	To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.	Creating a vibrant, inclusive and connected WA community.	Customer Focused Responsive Respectful Accountable Innovative
PTT	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service

DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Manage and lead a team of technical specialists in the installation, operation, maintenance, and removal of staging and scenic elements across the season of a production.
2. Supervise rigging requirements when supervisor automation, fly and rigging is unavailable.
3. Contribute to the creation and maintenance of show related paperwork and plans.
4. Assist with the creation and maintenance of staff rosters in accordance with production schedules and other business requirements.
5. In collaboration with the Head of Staging, provide training and mentorship to other technicians.
6. Supervises the maintenance, repairs, and storage organisation of technical equipment and staging assets.
7. Maintain good housekeeping practices.
8. Maintain and report on consumable items.
9. Engage with and contribute to OHS paperwork and safety culture.
10. Other duties, as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific

- Demonstrated advanced knowledge of staging and scenery construction.
- Demonstrated knowledge of rigging practices.
- Demonstrated significant experience planning and implementing end to end theatrical staging operations.

2. Shapes and Manages Strategy

- Ability to work independently and implement solutions to challenging issues as they arise.

3. Achieves Results

- Demonstrated ability to deliver production and maintenance requirements with tight deadlines while resolving challenging situations as they arise both internally and externally.
- Demonstrated ability to develop SWMS and other safety documentation.

4. Builds Productive Relationships

- Demonstrated ability to lead a team of technical specialists to achieve its objectives whilst managing a safe working environment.
- Ability to maintain strong relationships with key stakeholders.

5. Exemplifies Personal Integrity and Self-awareness

- Ability to understand and operate within the mission, vision and values of the Department.

6. Communicates and Influences Effectively

- Good communication and interpersonal skills, with demonstrated ability to work in a team and delegate appropriately.

Desirable

1. Qualifications or certificate relevant to working in a theatrical staging, or a technical theatre role.
2. Carpentry and metalwork experience
3. Strong working knowledge of manual and powered fly systems.
4. Rigging qualifications.
5. Experience with Vectorworks or AutoCAD.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- PTT venues are a seven (7) day a week operating environment and there are requirements to work weekends and after normal business hours.
- Construction Industry Safety Awareness Training Certification (Blue/White Card).
- Senior First Aid Certificate.

Appointment is subject to:

- 100 point identification check;
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within six months.
- Complete Cultural Awareness Training within three months.
- Complete any training specific to the role required by Departmental policy.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)