



ARTS AND CULTURE TRUST

JOB DESCRIPTION FORM

POSITION DETAILS

Position Title:	Head of Staging
Position Number	14952
Classification Level	Level 8
Award/Agreement	Public Service Award 1992, or any other prevailing industrial instruments. Arts and Culture Trust Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments
Division	Venue Operations
Branch/Section	Technical Services
Physical Location	Arts and Culture Trust Metropolitan Venues
Effective Date	26/07/2022
Employment Type	Fixed-Term
Employment Status	Full time

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Deputy Director Technical Services	14950	VMA11
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POSITIONS REPORTING TO THIS POSITION

Staging Supervisor – Level 6	14997
Casual Staging Team	14998

PURPOSE OF THE POSITION

This position is responsible for providing the delivery and management of scenery staging for productions mounted at Art and Culture Trust Venues.

DUTIES OF THE POSITION

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

1. Work with creative teams and Production Managers of individual productions to realise the production's staging requirements to the highest standards.
2. Supervise bump ins and outs & technical rehearsals.
3. Work with the Production Manager & other Heads of Departments to create schedules for productions.
4. Recruiting, managing and scheduling of staging operators and technicians, in liaison with the Director and Deputy Director Technical Services.
5. Supervise the programming of automation systems.
6. Provide show cover, if required.
7. Take lead responsibility for planning and supervising the maintenance and testing of fly equipment, and fly infrastructure and ensure it complies with current regulations.
8. Advise on new staging equipment purchases and plan an equipment replacement schedule.
9. Undertake the training of new and casual staff in staging, and other technical matters as required.
10. Ensure compliance with all safety procedures and statutory regulations are adhered to by the technical staging team.
11. Lead a department whilst interpreting directions and ideas from the set designer.
12. Other duties, as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. 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

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1. **Role Specific**
 - A comprehensive understanding and demonstrable experience of working in Staging for live performance in a professional environment.
 - Excellent knowledge of Health and Safety legislation and procedures as related to the theatre industry.
 - Demonstrated thorough knowledge of staging automated systems.
 - Computer literate on MS Office applications.
2. **Shapes and Manages Strategy**
 - Demonstrated budget management experience.
3. **Achieves Results**

- Ability to work well under pressure.
 - Excellent organisational and time management skills.
- Builds Productive Relationships**
 - Ability to lead and manage a team.
 - Exemplifies Personal Integrity and Self-awareness**
 - Ability to understand and operate within the mission, vision and values of the Department.
 - Communicates and Influences Effectively**
 - Ability to support and work well within a small or large dedicated production team in a collaborative manner.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Construction Industry Safety Awareness Training Certification (Blue/White Card).
- ACT venues operate in a 7 day a week environment. There is a requirement to work weekends and after normal business hours.

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 6 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.

Corporate Executive Representative Signature

Date

Click or tap to enter a date.

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.

Employee Signature

Date

Click or tap to enter a date.

ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the Arts and Culture Trust Act 2021 was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT will continue to manage the theatres formerly managed by PTT:

His Majesty's Theatre

Subiaco Arts Centre

The State Theatre Centre of Western Australia

The Albany Entertainment Centre

The new authority will oversee all types of art and cultural assets other than just theatres, and apply a State-wide lens to engagement, business activities and presentation of productions for the arts and the community.

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service