



MELBOURNE RECITAL CENTRE

Position Description

Role Title	Stage Manager
Reports to	Events Producer
Department	Operations
Contract Period	Casual
Classification	Melbourne Recital Centre Enterprise Agreement Grade 3.2.1 - \$46.40 + superannuation guarantee.

About Melbourne Recital Centre

Melbourne Recital Centre is a venue of and for the 21st century: celebrating the past, welcoming the present and imagining the future, a place where artists and audiences are invited to engage, challenge and explore. With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practised by Australian and international performers in a dazzlingly diverse array of styles, from early music to post-rock. The Centre's learning and access activities beyond the Centre provide opportunities for Victorians of all ages and backgrounds to experience outstanding performances.

Melbourne Recital Centre comprises two strikingly beautiful spaces; the magnificent 1000-seat Elisabeth Murdoch Hall and the Salon, a 130-seat flexible performance space. Both spaces were carefully crafted to present the best music the world has to offer and bring musicians and music-lovers closer.

Our Vision

A place where bold music makers and passionate audience make profound connections that resonate for a lifetime.

Our Mission

Enabling transforming performances in and beyond the Centre.

Our Values

- **RESPECT:** welcoming and understanding everyone; *not just listening but hearing...*
- **EXCELLENCE:** having pride in what we do, how and where we work, both personal and professional
- **CREATIVITY:** asking 'what if?' and remaining open minded
- **INCLUSIVENESS:** being part of the family...
- **TEAMWORK:** making time to stop, collaborate and listen
- **ACCOUNTABILITY:** doing what you say; don't pass the buck!
- **LOYALTY:** showing passion, pride, enjoyment, advocacy, support

Primary Purpose

The primary purpose of the Stage Manager is the delivery of concerts and events. The Stage Manager will manage and direct the technical team and production personnel on concerts and events whilst also liaising with artists, agents, tour managers, hirers and other users of the Centre to provide effective support and coordination.

Accountabilities

- Provide high level duty concert and event management, duty production management and administrative services and support to the Head of Operations. Manage all on-the-day requirements for concerts and events including contracts, production requirements, box office liaison, recording arrangements, IT, security, safety, front of house management, catering, parking, programs, branding, merchandising.
- Work closely with all staff and contractors to ensure consistent and high levels of service to all incoming artists, concert presenters, event organisers and visitors to the Centre in line with Melbourne Recital Centre's excellence service vision.
- Act as show caller on concerts and events to oversee and manage musicians' moves, changes to set, stage moves and to cue technical and production staff when required.
- Supervise the workflow and daily tasks of Operations staff as required.
- To identify, delegate and allocate duty crew responsibilities and liaise with colleagues on task allocation across the venue.
- To maintain and manage the general upkeep of all relevant stage, back of house and production areas and ensure that spaces, instruments and production equipment are set and (re)stored to agreed standard as required.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the Melbourne Recital Centre in accordance with the Melbourne Recital Centre's Health and Safety policies and procedures.
- Ensure all activities comply with Melbourne Recital Centre values, policies and professional and ethical standards.
- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers and stakeholders and promote a positive and co-operative working environment.
- Carry out any other duties that may be required by the Head of Operations.
- In this position you will come into contact with a large amount of information, interact with a range of stakeholders, and be privy to a range of commercial-in-confidence issues that must be treated with confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgment and maintain confidentiality when dealing with these issues.

Key Contacts

Internal:

- Crew, artists and artist representatives and visiting crew (Daily)
- Operations staff (Daily)
- Programming staff (Regularly)
- Other administrative and management staff (Daily)

External:

- National and international arts sector presenters and artists (as required)
- National and international corporate sector event managers and companies (as required)
- National and international event management and production personnel (as required)
- External contractors, suppliers and associated third parties (as required)

Key Selection Criteria

- Demonstrated expertise of working in a stage management, event management or (technical) production role for a performing arts venue, a performing arts sector organisation or in a touring capacity. (*essential*)
- A specific knowledge of the presentation of music, including a range of classical and contemporary genres, and its production requirements (*essential*).
- A broad knowledge and experience across a variety of (technical) production fields including audio, lighting, projection, audio-visual and staging (*essential*).
- Demonstrated capacity to be highly organised, determine workloads, set priorities, work independently and under pressure in a multi-task environment and complete tasks within specified timeframes (*essential*).
- Demonstrated ability to problem solve and use initiative (*essential*).
- Highly developed interpersonal and communication skills, as well as high standards of personal presentation and the ability to maintain good working relationships with a wide range of people both internal as external to the organisation (*essential*).
- Well-developed written and verbal communication skills in English (*essential*).
- Knowledge and experience at using IT programs, including Microsoft Word, Excel and Outlook and the ability to become a skilled user of the Melbourne Recital Centre's venue management system, for which training will be given (*essential*).
- Demonstrated experience of working in an event coordination or production role for corporate events (*desirable*).
- Appropriate training and formal qualifications in OH&S and current first aid senior certificate (*desirable*).
- Working with Children check (*desirable*).
- Language other than English (*desirable*).

Other Relevant Information

The position is based at 31 Sturt Street, Southbank.

The position *will* involve irregular hours including evenings and weekends and considerable flexibility will be required.

Melbourne Recital Centre is an Equal Opportunity Employer. Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- Maintain and observe all current Health and Safety policies and procedures
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce