

Position Description – Stage Manager

Job Specification

Job Title:	Stage Manager
Department:	Production
Reports To:	Event Coordinator
Direct Reports:	Technical Operators

Job Scope

The Stage Manager will assist in the operations of the successful and safe delivery of Darwin Festival events at venues/sites. The role actions the Production department plans and coordinates, assists and oversees the deployment of equipment and crew required to meet delivery.

The Stage Manager coordinates the logistics and technical specifications for purpose-built and existing venues. The role delegates to production crew specialising in lighting, audio, staging that deliver the events as well as working alongside other production professionals working in construction and front-of-house services. In addition, the Stage Manager is responsible for actioning the Darwin Festival Event Risk Management Policy and the Darwin Festival Emergency Management Plan in collaboration with the Production Manager and Technical Manager.

Key Accountabilities	Tasks	Results
Stage Management 60%	<ul style="list-style-type: none"> Support the Production Manager, Technical Manager and Event Coordinators in the implementation of the annual program, providing advice on event and venue logistics and offering solutions to achieve the ambitions of the artistic program Under direction of the Production Manager manage the logistics, technical production, suppliers and crew at sites and venues during delivery Assist in the coordination of show technical specifications and plan accordingly, ensuring the technical specifications, freight, logistics and staffing are accurate for show specific requirements. 	<ul style="list-style-type: none"> Successful delivery of each stage of production projects to the satisfaction of the Production Department Management Successful negotiations with suppliers and management of workers to secure optimum results in proactive consultation with the Production Department Management All production schedules are accurately managed in a timely manner – in collaboration with the Production

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Assist the Production Manager and Technical Manager to oversee the delivery of production schedules to deadline Supervise and delegate to short-term production employees 	<p>Department Management and other departments as required.</p> <ul style="list-style-type: none"> Participate in a departmental debrief immediately following event delivery and provide a written debrief report to the Production Manager prior to end of contract Regular communication of developments and activities to be provided to department management Daily Reports to be submitted professionally, accurately and on time
<p>Communication 20%</p>	<ul style="list-style-type: none"> Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels Liaise with Front of House employees and Volunteers to ensure stage/venue operations are executed safely and efficiently. Liaise with relevant Event Coordinators to ensure a safe and enjoyable environment for patrons. Communicate with artists, employees and volunteers with patience, good humour and a positive manner, and ensure volunteers have an enjoyable experience 	<ul style="list-style-type: none"> Demonstrated effective communication and collaboration with all Festival team members and related stakeholders Timely notification of any changes to projects or schedules to all team members
<p>General Duties 5%</p>	<ul style="list-style-type: none"> Attend Festival functions, briefings and team meetings as required Any other duties as reasonably requested by Production Manager, Technical Manager, Head of Production and/or CEO 	<ul style="list-style-type: none"> Proactive and punctual attendance at all required meetings All assigned duties carried out in a proactive, positive and professional manner at all times
<p>Teamwork 5%</p>	<ul style="list-style-type: none"> Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. Follow direction as given by senior team members 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook Respect for the work environment, each other and all stakeholders Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged Support other team members by being understanding, approachable and patient Punctual to all work-related events including but not limited to start time, meetings and onsite work Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. 	
<p>WHS 5%</p>	<ul style="list-style-type: none"> Raise and report any or potential hazard or incident in the first instance within enableHR and to your direct Manager WH&S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks Implement the Darwin Festival’s Safety and Risk documentation and processes in-line with National Work Health & Safety (WHS) standards, with NT Work Health and Safety Legislation and Codes of Practice, as well as Festival site rules. Ensure operational activities are conducted within the approved guidelines of relevant public safety acts and 	<ul style="list-style-type: none"> All WH&S matters raised with your Manager in the first instance Adherence to all WH&S policies, procedures and instructions Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place Promoter of best practice WH&S at all times Required WH&S documentation reviewed and implemented in a timely manner Participate in emergency and safety management briefings Operate equipment, including vehicles, elevated work platforms and forklifts to WHS guidelines

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> regulations relating to live public performance and in accordance with approved WHS standards Undertake the responsibilities of Warden during event delivery 	<ul style="list-style-type: none"> Warden duties completed thoroughly and in a timely manner
<p>Compliance 5%</p>	<ul style="list-style-type: none"> Demonstrate 100% compliance with any relevant government legislation Be fully conversant and compliant with all Darwin Festival Policies and Procedures Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> No instances of non-compliance Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> Minimum four years' experience in technical production, preferably in a major event and/or festival environment, with demonstrated successful project management and problem-solving skills Excellent knowledge of the technical and operational requirements of an extremely diverse range of art form performances 	<ul style="list-style-type: none"> Current driver's license essential Current first aid certification desirable Current fire warden certification desirable Current Working with Children certification desirable Demonstrated successful minimum 2-3 years in a similar role a must 	<ul style="list-style-type: none"> Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration High level organisational skills Demonstrated capacity to meet deadlines with an ability to work in a systematic way and 	<ul style="list-style-type: none"> Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the rights and dignity of others We strive for compliance and continuous improvement daily teamwork – we enjoy our

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> Ability to conceptualise and manage the complexity of production delivery in a multi-venue, multi-day festival environment Proven ability to manage complex projects and multi-task, whilst being responsible for all related administrative tasks Excellent people management skills: able to effectively supervise and/or manage the activities workers Excellent computer skills, including Excel, with a knowledge of Datafest highly desirable 	<ul style="list-style-type: none"> Desirable: tertiary qualification in production or similar, or demonstrated equivalent competency 	<p>provide direction to others</p> <ul style="list-style-type: none"> Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. Excellent decision-making skills to reduce chances of error Highly developed leadership and management skills Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team Computer literate, able to self-administrate, pick up new systems and processes quickly and also share expertise readily with others. 		<p>work and work collectively to achieve goals</p> <ul style="list-style-type: none"> We are accountable for our actions, performance and behaviours

Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature	Date	
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