



## **Position Description**

### **Stage Manager**

Be an essential part of our iconic productions in an exciting role working for Australia's leading, Indigenous performing arts company. We are looking for an experienced Stage Manager to join our production team. This is a full-time position based in Sydney and includes extensive touring throughout Australia and internationally. The successful candidate will be responsible for managing day to day activities, managing rehearsal schedules, working with the team for bump ins and bump outs, running technical rehearsals, calling the show and associated paperwork.

*Please read application requirements below before applying.*

The benefits we offer include:

- A commitment to cultural safety of all our people and personal wellbeing
- Competitive salary and salary packaging
- Our location at the newly expanded, vibrant Walsh Bay Arts Precinct
- A collaborative and innovative company culture where your contributions are highly valued
- Growth and development opportunities including: free access to LinkedIn Learning, Cultural Awareness training, study leave and dedicated training budget

### **Company Profile**

Bangarra is an Aboriginal & Torres Strait Islander organisation and one of Australia's leading performing arts companies. We are widely acclaimed nationally and around the world for our artistry and distinct performances. Our relationships with Indigenous communities are the heart of Bangarra, with our repertoire created on Country and stories gathered from respected community Elders. Authentic storytelling, outstanding technique and deeply moving performances are Bangarra's unique signature.

With studios at Sydney's Wharf 4/5, Bangarra tours extensively to national, regional and remote centres across Australia and internationally each year.

### **Position Description**

The Stage Manager is responsible for the documentation, execution and smooth running of all Bangarra technical rehearsals and performances.

Central to this position is the role of coordination and liaison, especially working in close association with the Director, Technical and Production, Production Manager, Artistic Director, Rehearsal Director, Head Electrician, Head Mechanist, Set, Costume & Lighting Designers, Artistic Operations, Company administration & venue production staff.

The Stage Manager is also involved in the maintenance and storage of props and the updating of Production Department archives.

The Stage Manager reports directly to the Director, Technical and Production who in turn reports to the Artistic Director and the Executive Director.

### **Areas of Responsibility**

#### **1. Rehearsals & Performance: Tours/ Repertoire/ New Works**

The Stage Manager will document and run all production aspects of Bangarra performances and associated technical rehearsals, including (but not limited to) the following:

- 1.1. Formation of all prompt copies; running sheets; scripts; fly/mechanist plots; reports associated with Bangarra productions.
- 1.2. Liaise with the Artistic Director and Rehearsal Director to create and distribute company daily schedules.
- 1.3. Responsible for the show call of all Bangarra performances and maintaining the integrity of all technical aspects of Bangarra performances throughout seasons.
- 1.4. Responsible for mark up of rehearsal spaces as per production plans.
- 1.5. Liaise and coordinate with the Artistic Director, Rehearsal Director, Designers and production personnel regarding all aspects of Bangarra rehearsals and performances.
- 1.6. Manage and supervise the work of Assistant Stage Managers and participate in the training of production trainee's where necessary.
- 1.7. Run all technical rehearsals and performances of Bangarra and be main communication point between director/choreographer and venue crew.
- 1.8. Provide written show reports on every Bangarra performance and distribute immediately after the performance.
- 1.9. Coordinate & manage recording of Bangarra performances and rehearsals for archival purposes.
- 1.10. Liaise with theatre management and venue production staff to ensure smooth running of rehearsals; bump-ins/ outs and performances.
- 1.11. Maintain and control all the Company's touring first aid requirements.
- 1.12. Allocate dressing rooms and backstage areas for performers, production, treatment and class.
- 1.13. When required, coordinate the cleaning and laundering of costumes associated with Bangarra productions.
- 1.14. Coordinate the sourcing of props and equipment needed for Bangarra rehearsals and performances.
- 1.15. Coordinate the sourcing of all body paint and paint accessories required for Bangarra performances and rehearsals. Liaise with artistic director and paint providers to create show specific colours where necessary.

- 1.16. Liaise with the Director, Technical and Production in the communication and enforcement of safety and building regulations. Participate in production risk assessment process.
- 1.17. Participate in the induction of performers and creative staff to all venues and safety procedures.
- 1.18. Assist the Director, Production and Technical in liaising with production companies, event producers and venue management regarding Bangarra corporate performances.
- 1.19. Attend corporate performances and coordinate as required.
- 1.20. Assist other Bangarra departments where necessary.

## **2. Administration**

- 2.1. Manage petty cash requirements in accordance with the requirements of the Director, Technical and Production and Manager, Finance & Operations.
- 2.2. Assist the Director, Technical and Production & Production Manager in the safe storage and maintenance of Bangarra props.
- 2.3. Maintain Bangarra Production digital archives and organize safe storage of archival videos.
- 2.4. Manage iPads – music uploading, rehearsals recording, updating and distribution for dancers and creatives.
- 2.5. Contribute to the establishment and monitoring of project and core budgets and report on same as required to the Director, Technical & Production and Manager, Finance & Operations.
- 2.6. Other general activities as required by the Director, Technical and Production and Executive Director.

## **Essential Selection Criteria**

- Degree level qualifications or a minimum 5 years' experience in the performing arts.
- Proven show calling ability with a strong background in dance or physical theatre
- Ability to take initiative and also work within a team.
- Excellent computer skills across spreadsheet, word processing and audio playback (QLab and iTunes)
- Excellent organisational and written and oral communication skills with excellent attention to detail and deadlines
- National touring experience and ability to tour for extended periods of time
- Australian Drivers Licence

- Are from or have awareness of Aboriginal and Torres Strait Islander culture.

## **Application Details**

Please email to [jobs@bangarra.com.au](mailto:jobs@bangarra.com.au)

- A full CV with details of three referees (referees will only be contacted after consultation with you)
- A statement against the Essential Selection Criteria
- A cover letter (optional)

Applications close on Monday 03 February 2025 at 4pm (unless the role is filled earlier).

Please contact John Colvin, Director Technical and Production, on [john@bangarra.com.au](mailto:john@bangarra.com.au) for further information.