

## POSITION DESCRIPTION

**Position:** Technical Coordinator Staging

**Contract:** Full Time, Ongoing

**Reports to:** Head of Production

**Commencement date:** Immediate

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## POSITION PURPOSE

Technical Coordinator (Staging), under the supervision of the Technical Manager (Staging), is responsible for maintaining and executing the physical production of scenic elements, materials, supplies and hardware to a consistently excellent and safe standard via the successful coordination of storage, handling and staging for each program of Queensland Ballet's performance seasons.

In addition, this valuable member of the Production Department coordinates the maintenance and upkeep of Queensland Ballet's Production facilities, assets and equipment to ensure they are safe and effective.

## REPORTING RELATIONSHIPS

This position reports to the Technical Manager (Staging) and liaises directly with the Director of Production Services, Head of Production and Technical Manager (Lighting) as needed.

The Technical Coordinator (Staging) supervises casual employees and contractors.

## WHAT WE ARE LOOKING FOR

You will be a flexible, detail oriented and dependable team player ideally with a technical theatre background and a passion for the Arts and/or ballet. The role requires a motivated self-starter, with a hands-on approach to staging and the ability to work collaboratively with others, applying a proactive solution focussed approach.

## RESPONSIBILITIES

### Staging Role & Coordination

- In consultation with the Technical Manager (Staging), coordinate the Staging team for each Queensland Ballet season, tour and any other events.
- Perform the role of Deputy Head Mechanist for Queensland Ballet productions staged in QPAC and other venues, and also perform the role of Head Mechanist, as required.
- Travel as Deputy Head Mechanist for Queensland Ballet touring productions regionally, nationally and internationally or Head Mechanist as required.
- With other Production Staff, facilitate effective and cooperative work relations within the department and between the department staff and the rest of the Company.

- Coordinate the implementation and maintenance of Staging Department Work Health and Safety policy, procedures and practices. Advise the Technical Manager (Staging) and other Production Staff to ensure the appropriate risk management processes and Work Health and Safety procedures are written and applied to each production and Staging Department activity.

### **Mechanical & Scenic Coordination**

- Within the scope of the Company's facilities - coordinate and construct any set, furniture or prop items required for new or remount productions including substitute rehearsal elements as directed.
- With the Technical Manager (Staging), coordinate and execute all activities in the Company's workshops including construction and maintenance.
- Maintain staging assets and associated records.
- Maintain a complete Staging Department archive of each Queensland Ballet production, tour or major event including documentation, plots and photos.
- Maintain a complete inventory of Queensland Ballet's scenic elements, tools, rigging, consumables and equipment.
- With the Technical Manager (Staging) coordinate the pre-production preparation through to execution of each Queensland Ballet production to ensure the safe installation, operation and maintenance of all rigging and scenic related assets of Queensland Ballet and maintain associated records.
- Make recommendations for the repair, maintenance, hire, or purchase of materials and accessories for Queensland Ballet as directed.
- With the Technical Manager (Staging) coordinate the hire of company equipment and keep records accordingly.
- Assist Technical Manager (Staging) and other Production Staff in the planning, budgeting and management of each production.
- Attend production meetings and rehearsals as necessary.

### **KEY CRITERIA**

1. Tertiary qualifications in technical management for theatre or a related field, combined with a minimum of 2+ years' experience in staging coordination and strong skills in set construction, carpentry and workshop maintenance.
2. Excellent written and verbal communication skills, combined with the ability to effectively maintain relationships with internal and external stakeholders.
3. Demonstrated strong administrative skills in maintaining technical databases, file management, proficiency in Microsoft suite and experience with CAD software.
4. Demonstrated knowledge and experience in the creation, implementation and maintenance of Work Health and Safety procedures.
5. A keen ability to multi-task, collaborate and to thrive in a busy environment.

### **DESIRABLE QUALIFICATIONS**

- Basic Rigging Licence.
- Manual Drivers Licence.
- Safe work at heights training.

## ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

**Thomas Dixon Centre** — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

**Queensland Ballet Academy** — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

**The Roy and Nola Thompson Production Centre** — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

## OUR VALUES AND PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by five core values and our principles of commitment, all that we do and all that we will remain true to the four core pillars.

1. **Brilliance:** We are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.
2. **Creativity:** We are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.
3. **Passion:** With Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.
4. **Wellbeing:** We promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.
5. **Integrity:** We commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

## GENERAL INFORMATION

### **Recreation Leave**

20 working days per year (pro-rata)

### **Personal/Carer's Leave**

Ten working days per year (pro-rata)

### **Probationary Period**

Six months from commencement.

### **Hours of Work**

Nominally 38 hours per week Monday to Friday but the appointee may be required to be available to work other hours and on weekends as required. Some inter and intra state travel may also be required.

### **Salary**

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10%.

### **Benefits**

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland. Our employees have access to weekly dance classes and various other health and well-being initiatives.

## **APPLICATION PROCESS**

To apply for this position please forward a covering letter, current resume and a short statement addressing each selection criteria via email to: [joinus@queenslandballet.com.au](mailto:joinus@queenslandballet.com.au).

Please note that referees will be sought from candidates following the interview process. Applications close **10am, Monday 30 May 2022**. Applications received after this time may not be considered.

For further information or for a confidential discussion please contact the Head of Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

*To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.*

*Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.*