



ADELAIDE FESTIVAL CENTRE

Position Description

Ref : HRF013

Issue No: 2

Date: May 2022

Position Title:	Deputy Head of Department - Staging
Division:	Production and Technical
Department:	Production
Ordinary working hours & days:	Working hours will vary depending on theatre activity in any given week but will average 38 ordinary hours, between Monday to Sunday. There will be a requirement for a reasonable amount of overtime from time to time.
Classification:	PAC TEC 6
Reporting to:	Head of Department - Staging
Positions reporting to this role:	Technical Staff – Permanent & Casual
Significant working relationships:	<ul style="list-style-type: none"> • Production Coordinators & Production Teams • Programming & Marketing departments • Home Companies • Venue Hirers. • Internal customers (employees of Adelaide Festival Centre Trust) • External customers (including, patrons, government officials, visitors and general public)
Decision Making/Purchasing Authority:	<p>Able to make day-to-day decisions within framework of role.</p> <p>Management approval required for purchases outside of position's responsibility.</p>
Special Conditions:	Some out-of-hours work will be required.
Information on Adelaide Festival Centre	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>

Position Description: Deputy Head of Department – Staging

<p>Department Overview</p>	<p>The Production Department is a service provider to shows and events being held within the Adelaide Festival Centre venues. The department comprises of:</p> <p>Staging: Provides equipment and technicians to set up and operate stage requirements to support performances. The services include set construction, rigging, props coordination and operating fly systems for stage effects and scenery changes.</p> <p>Lighting: Provides equipment & technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze and dry ice). Event Lighting design is also available. General maintenance and repair and installations to all associated equipment.</p> <p>Sound: Provides equipment, technicians to set up and operate sound equipment to support performances to the highest possible standard. These services include live operating, reinforcement & amplification, fold back operating, radio microphone and spectrum management, basic video and all backstage and foyer communications. Technical support to Adelaide Festival Centre events offering venue sound design and studio engineering products. General maintenance and repair and installations to all associated equipment.</p> <p>Wardrobe: Provide equipment and personnel to support performers during performances. Services include dressing performers, setting quick costume changes, wigs & make up and the laundering, alterations and maintenance of costumes.</p> <p>Stage Management: Liaise and interpret the needs of the client, creatives and production crew during the life of a performance including the time management and budget. Manage the show from rehearsal, bump in, performance and bump out.</p> <p>Production Coordinators: Liaise with incoming hirers or in-house produced users to determine and coordinate production, technical, logistic and compliance requirements for each production or event.</p>
<p>Summary of Key Purpose:</p>	<p>The Deputy Head of Department (HOD)- Staging is to support the HOD Staging in effectively and efficiently managing AFC's Staging Department and providing leadership, training & mentoring to Staging staff.</p> <p>This role is also responsible for ensuring crews are rostered and managed in accordance with the AFC Performing Arts Centre Enterprise Agreement & relevant legislation.</p> <p>The Deputy HOD will assist the HOD with the coordination and communication of activities within all venues, support the capital and upgrade works as they relate to Staging as well as lead the development and refinement of asset maintenance, and safety information and protocols within the Staging department.</p>

Key Result Area / Accountabilities:
Develop weekly rosters for area of responsibility ensuring all legal, AFCT, OHS&W & EB requirements and guidelines are achieved.
In consultation with the HOD Staging, monitor operational costs in the Staging department ensuring they are within budget guidelines.
Assist the HOD Staging to manage, mentor and develop staff and to identify avenues for continuous skill development striving towards high levels of customer service.
Identify training needs in the department and provide advice and guidance.
Lead the development of maintenance schedules to ensure all plant & equipment is in reasonable working order.
Attend production meetings as representative of department as required from time to time
Assist the Production Coordinators with technical advice for both internal and external customers.
Act as liaison with internal and external customers. Provide cost effective technical advice and design solutions. Advise and implement all technical products for internal and external customers.
Identify and determine specifications and requirements for technical documents (e.g. tenders, proposals).
Keep up to date with changing technology and develop proposals for consideration and integration into current systems.
Assist with the coordination, staging, provision of safety advice and the delivery of external events.
Assist with the coordination of the operations of the Kilburn Storage facility to ensure it is clean, tidy, safe and workable for AFC departmental needs.
Maintain high levels of understanding of the entertainment industry, its terminology and good general knowledge of up-to-date technology.
Other duties as reasonably requested that are consistent with the skills and experience commensurate with the responsibilities of this position or that provide a learning path within the scope of the Deputy HOD job role.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviors at the Festival Centre and which is consistent with the provisions of the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
EBMS (Event Business Management System)
Attend compulsory EBMS training and seek further EBMS training as needed to perform this role.

Position Description: Deputy Head of Department – Staging

Work Health & Safety Responsibilities (WH&S)
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.
Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.
Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.

Position Description: Deputy Head of Department – Staging

Key Competencies:	Requirement
Qualifications / Education	
Successfully completed or obtained RPL status for tertiary qualifications in management or technical theatre	Highly Desirable
Successfully completed (or working towards completing) relevant Occupational Health & Safety courses relating to supervising staff.	Highly Desirable
Successfully completed Front Line Management courses or other relevant qualification	Highly desirable
Hold current certificates / licenses for; <ul style="list-style-type: none"> a. Elevated Work Platform, b. Dogman / Rigger c. Forklift 	<ul style="list-style-type: none"> a. Highly desirable b. Desirable c. Desirable
Knowledge / Skills / Abilities	
Demonstrated experience in a challenging work environment with an ability to promote team spirit and mentor staff.	Essential
Demonstrated experience as a senior Staging technician in a variety of theatres including lyric and black box.	Essential
Sound understanding of the parameters of the Enterprise Agreement and underpinning Award in relation to rostering and employment conditions.	Essential
Rostering experience using a Time and Attendance System within a large and complex performing arts organisation.	Essential
Experience with mentoring & developing staff.	Desirable
Conflict resolution and negotiation skills.	Desirable
Excellent communication & interpersonal skills across all levels of the organisation.	Essential
Ability to establish and maintain professional working relationships at all levels.	Essential
Organisational & planning skills including the ability to prioritise and work to deadlines under pressure.	Essential
Demonstrated decision making skills.	Essential
Experience reviewing and implementing operating systems including maintenance and repair programs.	Essential
A thorough understanding of OHS&W principles together with experience implementing safe work practices in a technical arts environment.	Essential
Possess an intimate understanding of the entertainment industry, its terminology, traditions and protocol.	Essential

Position Description: Deputy Head of Department – Staging

Sound understanding of Content Manager, TimeTarget and EBMS software	Highly Desirable
Advanced computing skills including Microsoft Office - Word, Excel, Outlook; CAD, WYSIWYG or similar computer drawing software.	Highly desirable
Experience	
Extensive work experience within a large Arts Centre/Venue.	Essential
Experience working as a Senior team leader or supervisor.	Essential
Experience working within budget requirements.	Desirable

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Signature of Incumbent:

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Date: