

POSITION DESCRIPTION

FEBRUARY 2023

Role STAGE MANAGER
Department OPERATIONS
Reports to HEAD OF PRODUCTION

PURPOSE

The Production Team is a high performing support unit within the Operations department, who are committed to working together to deliver all SSO concerts and events to a standard of excellence. The Stage Manager role sits within the Production Team.

The Stage Manager supports the Head of Production to deliver the technical and performance aspects of the SSO's performances to the highest standards. The Stage Manager implements the Work Health and Safety policies and procedures relating to SSO performance activities. The Stage Manager may be allocated other duties as required within the scope of their training and capacity.

KEY RESPONSIBILITIES

- Plan and manage the show-running requirements for projects as assigned.
- Develop Stage Management procedures and systems to improve delivery.
- Undertake all Stage Management duties for rehearsals and performances as rostered.
- Manage show stop events.
- Provide training and full performance briefs to Stage Management assistants and covers/reliefs.
- Engage with all stakeholders to integrate artistic expectations and technical requirements on stage.
- Liaise with technical and production counterparts at SSO venues. Build and leverage positive working relationships.
- Oversee crew presentation on stage.
- Join the SSO Work Health and Safety Committee and the Hearing Preservation Working Group.
- Actively participate in the development and implementation of Work Health and Safety policies and procedures.
- Develop and document Production Safe Work Methods.
- Implement risk mitigation measures in accordance with the SSO Managing Exposure to Noise and Preventing Hearing Loss at Work Policy.
- Assist the Head of Production with site inspections and Risk Assessments of venues and settings.
- Ensure all actions on stage comply with Work Health and Safety requirements.
- Manage and report on all WHS incidents.
- Ensure Safety Inductions take place before the commencement of work in each new venue or situation.
- Undertake training and serve as the primary Emergency Warden for SSO at venues or setting where rehearsals, performances and other events take place.
- Provide stage safety training and induction to all new SSO employees.
- Cover Production crew when required.
- Participate in the planning of tours, and tour with the Orchestra as required.

HOURS

The Stage Manager is a rostered position that involves significant evening and weekend work. The role also requires touring with the Orchestra as assigned.

DEVELOPMENT

The Stage Manager may be assigned leadership of projects by the Head of Production. They may also:

- Continue professional skills development with a focus on stage craft and technical management of productions.
- Develop personnel management skills in team-building and leadership.

LOCATION

Locations of work include the Lilyfield storage facility, Sydney Symphony Orchestra rehearsal and concert venues, and The Rocks Administration Office.

QUALIFICATIONS & EXPERIENCE

- At least two years successful experience in the stage management of commercial productions.
- Tertiary qualification in live performance, technical production or equivalent.
- Knowledge of and expertise in translating current workplace health & safety legislation to stage craft.
- Experienced in the risk assessment and risk management of staging rehearsals, performances and events.
- Ability to read music (to enable cueing).
- High level verbal and written communication skills.
- Strong leadership and interpersonal skills, a team player with proven ability to work well with creative and artistic personnel.
- Excellent organisational skills, an effective problem solver with demonstrated conflict management and negotiation skills.
- Computer literate and competent working in Microsoft Word and Excel, competent in CAD.
- Current NSW Driver's licence.
- Demonstrated success in managing staff.
- Experienced in Work Health & Safety compliance in live performances.

ELIGIBILITY

The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check.

To apply please send a **cover letter and CV** to recruitment@sydneysymphony.com

CAPABILITIES

All Sydney Symphony employees must demonstrate the following professional capabilities in their job roles. Depending on the level of job role seniority, employees work towards Foundational, Intermediate, Adept, Advanced or Highly Advanced skills in each capability area through annual performance review assessments and ongoing professional development and coaching from supervisors, mentors and peers.

PERSONAL ATTRIBUTES

1. **Display Resilience and Courage:** Be open and honest, prepared to express your views, and willing to accept and commit to change
2. **Act with Integrity:** Be ethical and professional, and adhere to the Sydney Symphony Values
3. **Manage Self:** Show drive and motivation, a measured approach and a commitment to learning
4. **Value Diversity:** Show respect for diverse backgrounds, experiences and perspectives



RELATIONSHIPS

1. **Communicate Effectively:** Communicate clearly, actively listen to others and respond with respect
2. **Commit to Customer Service:** Provide customer centric services in line with Sydney Symphony service and organisational objectives
3. **Work Collaboratively:** Collaborate with others and value their contribution
4. **Influence and Negotiate:** Gain consensus and commitment from others and resolve issues and conflicts



RESULTS

1. **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes
2. **Plan and Prioritize:** Plan to achieve priority outcomes and respond flexibly to changing circumstances
3. **Think and Solve Problems:** Think, analyse and consider the broader context to develop practical solutions
4. **Demonstrate Accountability:** Be responsible for own actions, adhere to legislation and policy and be proactive to address risk



BUSINESS ENABLERS

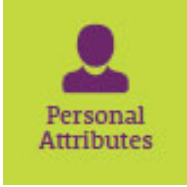



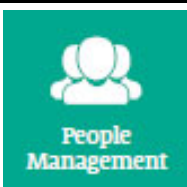
1. **Finance:** Understand and apply financial processes to achieve value for money and minimise financial risk
2. **Technology:** Understand and use available technologies to maximise efficiencies and effectiveness
3. **Procurement and Contract Management:** Understand and apply procurement processes to ensure effective purchasing and contract performance
4. **Project Management:** Understand and apply effective planning, coordination and control methods



PEOPLE MANAGEMENT

1. **Manage and Develop People:** Engage and motivate staff and develop capability and potential in others
2. **Inspire Direction and Purpose:** Communicate goals, priorities and vision and recognise achievements
3. **Optimize Business Outcomes:** Manage resources effectively and apply sound workforce planning principles
4. **Manage Reform and Change:** Support, promote and champion change, and assist others to engage with change



Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others’ non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues