Position:	Stage Manager
Location:	The Pavilion Performing Arts Centre, 30 Eton Street, Sutherland, NSW, 2232
Employment Type:	Casual
Reports to:	Technical Manager
Direct Reports:	Nil
Salary:	$50.13 per hour inclusive of casual loading plus superannuation. Penalties apply under the Local Government Award 2023

ABOUT THE PAVILION

Opening its doors in late January 2023 after a $42M capital investment by Sutherland Shire Council, The Pavilion Performing Arts Centre is the premier performance venue in the south of Sydney.

Built on the site of the Sutherland Entertainment Centre, the all-new Pavilion boasts a brand new 686-seat theatre, a full fly-tower, workshop spaces, a stunning new entry forecourt and foyer with enhanced accessibility, private entertaining areas and a terrace bar overlooking the adjacent Peace Park.

The Pavilion presents a broad range of performing arts events across the year - comedy, musicals, theatre, music and family programming - both self-produced and by commercial and community hirers. The Pavilion also operates the boutique 160-seat Sutherland Arts Theatre located nearby on East Parade.

POSITION OVERVIEW

The Stage Manager plays a critical role in the successful delivery of events by overseeing all back-of-house operations during hirer access periods. As the primary liaison between hirers, performers, technical staff, and venue management, the Stage Manager ensures each event is delivered smoothly, safely, and professionally from arrival through to bump-out. The role involves coordinating backstage activity, calling cues when required, and actively managing the cleanliness and functionality of all back-of-house areas. This includes oversight of the dressing rooms, storage spaces, equipment handling, and loading dock operations, supporting the effective flow of activity throughout the venue in close collaboration with the Technical Manager and the broader technical team.

KEY RESPONSIBILITIES

Event & Rehearsal Management

- Stage Manage all rehearsals and performances, including calling cues for sound, lighting or staging where required, and ensuring all activity runs smoothly from arrival to bump-out.
- Act as the key point of contact between hirers, cast, crew, technical staff, and front-of-house teams, facilitating clear and timely communication throughout the event.
- Respond quickly and effectively to any issues or unexpected changes, ensuring minimal disruption to the event.
- Ensure rehearsal and performance schedules are adhered to and communicated clearly to all relevant parties.
- Coordinate pre-show briefings and post-show debriefs with cast and crew.

Venue & Technical Operations

- Oversee all back-of-house activity during hirer access periods, ensuring dressing rooms, storage rooms and the loading dock are clean, safe and well-organised to support efficient operations.
- Work closely with the Technical Manager and broader technical team to ensure all stage elements and equipment are compliant, safely installed and operational. This includes operating the house curtain and manual fly system.
- Complete regular testing and reporting on the functionality and condition of theatre systems; assist in the development of standard operating procedures.
- Maintain accurate records such as swipe and key allocations, toolbox talks, maintenance and technical fault reports, incident reports, and event reports.
- Assist with bump-in and bump-out operations, ensuring efficient and safe workflow.
- Support basic troubleshooting and coordination of repairs or maintenance as required.

Safety, Compliance & Emergency Response

- Uphold WHS protocols across the venue, actively contributing to a safe working environment and supporting hirers in meeting venue safety expectations.
- Act as Chief Warden and First Aid Officer for The Pavilion during hirer access periods.
- Conduct regular WHS inspections and risk assessments for productions and events.
- Ensure emergency equipment is accessible and functional.

ESSENTIAL REQUIREMENTS

- Minimum 3 years' experience in Stage Management or equivalent technical services discipline, with demonstrated ability to lead rehearsals and performances effectively.
- Relevant tertiary qualification in technical production, stage management or related field.
- Sound working knowledge of backstage communications and signal systems, including two-way radios, paging and cue lights, wired and wireless intercoms.
- Competency in technical systems operation including audio and video consoles, switchers, routers, matrices, lighting consoles, dimmers, follow spots, floor electrics, and basic IP networking.
- Proven ability to interpret and create event documentation, including schedules, cue sheets and run sheets, and implement corresponding technical requirements.
- Ability to lead and supervise small teams to deliver efficient and safe event outcomes.
- Physically fit and agile, with the ability to lift heavy items and work at heights safely.
- Flexibility and reliability to work ad hoc shifts, including evenings and weekends.
- Strong interpersonal and communication skills, with the ability to collaborate across technical and non-technical teams.
- Commitment to uphold The Pavilion's policies, particularly Workplace Health and Safety (WHS) procedures.
- Current First Aid and CPR Certificates.
- Current Working with Children Check (for paid work).

DESIRABLE SKILLS

- Proficiency in both counterweight and automated fly systems.
- Good working knowledge of lighting techniques including focusing, patching, and addressing fixtures.
- Familiarity with audio/visual concepts such as microphone placement, system tuning, projector setup and alignment, masking, and QLab programming.
- Elevated Work Platform (EWP) License (Yellow Card).
- Construction White Card.

PERFORMANCE GOALS

- **Maintain a Positive and Professional Attitude**
  Approach each shift with a friendly, solution-focused mindset. Support colleagues, communicate respectfully, and provide courteous, proactive assistance to all hirers.
- **Adapt Flexibly to Event and Venue Needs**
  Respond calmly to last-minute changes or issues. Embrace new processes with a can-do attitude and remain open to feedback and routine adjustments.
- **Deliver High Standards in Service and Presentation**
  Greet cast and crew warmly, respond promptly to hirer needs, and ensure back-of-house areas remain clean, tidy, and professional throughout each shift.
- **Support Team Operations and Venue Compliance**
  Guide casual crew where needed, uphold WHS protocols, and reset back-of-house spaces to venue standards after use.

HOW TO APPLY

To apply for this position, please email recruitment@thepavilionarts.au with the following:

- Email Application Title: Casual Stage Manager – YOUR NAME
- Please include your current resumé or CV.
- Please include a one-page cover letter that addresses the role requirements, as well as your skills and attributes that make you a strong fit for the position. In addition, we encourage you to highlight notable achievements from similar roles.