

Position:	Production Stage Manager
Location:	Sutherland Pavilion, 30 Eton Street, Sutherland, NSW
Employment Type:	Full-Time Position – 35 Hours per week
Reports to:	Technical Manager
Direct Reports:	Nil
Probation:	3-month probationary period

POSITION OVERVIEW

The Production Stage Manager leads stage management at Sutherland Pavilion and Sutherland Arts Theatre and production manages events across the venues' hirer program, taking each from initial technical enquiry through to bump-out.

Working closely with the Event Supervisor and Event Coordinator, the Production Stage Manager translates hirer and creative requirements into deliverable production plans — scheduling, crewing and resourcing each event.

The role reports to the Technical Manager, with the Production Manager supervising its production management practice. The Production Stage Manager builds the capability of the casual stage management team — setting procedures and paperwork standards and developing confident show callers for Pavilion Presents productions — and stage manages a proportion of their own events to maintain currency in venue operations. The Production Stage Manager is expected to uphold WHS standards and venue policies at all times.

KEY RESPONSIBILITIES

Production Management & Event Delivery

- Hold production responsibility for allocated events from initial technical enquiry through to bump-out, covering roughly half of hirer events.
- Advance events with hirers, visiting companies and creative teams, attending production meetings and site visits, and interpreting technical specifications.
- Prepare production schedules, bump-in and bump-out plans and event sheets for allocated events.
- Determine crew, equipment and resource requirements for allocated events and provide technical input into cost estimates.
- Roster casual crew for allocated events in coordination with the Production Manager and Technical Manager.
- Deputise for the Production Manager on events during periods of leave.

Stage Management & Show Calling

- Stage manage approximately 25% of allocated events, setting the standard for stage management practice across both venues.
- Call performances, lead the floor and direct casual crew, maintaining show discipline and clear communication.
- Prepare and maintain prompt copies, cue sheets, event paperwork and event reports to a professional standard.
- Operate basic sound and lighting at Sutherland Arts Theatre, where the stage manager carries duty technician responsibilities.
- Respond promptly and professionally to issues arising during live operation.

Developing the Stage Management Team

- Build the capability of the casual stage management team, developing confident show callers for Pavilion Presents productions.
- Develop and maintain stage management procedures, paperwork templates and documentation standards.
- Mentor casual stage managers on shows, providing direct feedback and practical guidance.
- Deliver stage management training, and contribute to theatre inductions and toolbox talks.
- Assess the readiness of casual stage managers to call shows, jointly with the Technical Manager.

Planning, Documentation & Compliance

- Prepare and maintain production risk assessments for allocated events.
- Ensure hirers and visiting companies supply required documentation, including risk assessments, before access is granted.
- Maintain accurate event records, production documentation and post-event reporting.
- Contribute to the development of Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs).
- Uphold WHS standards across all production activity, including work at height, rigging, electrical safety, noise and manual handling.

Collaboration, Crew & Venue Support

- Work with the Event Supervisor and Event Coordinator on hirer events, attending hirer meetings and site visits and keeping them across production correspondence.
- Work with the Technical Supervisor to ensure venue systems and equipment are ready for allocated events.
- Act as Chief Warden or First Aid Officer as rostered and respond to workplace emergencies.
- Support Sutherland Pavilion's customer service culture and assist across departments as required.

ESSENTIAL SKILLS

- **Stage Management Experience**
Minimum 3 years' professional stage management experience in live theatre or event production (or 2 years with a relevant tertiary qualification).
- **Production Coordination**
Ability to plan, resource and coordinate concurrent events to schedule, and to advance events with hirers and visiting companies.
- **Technical Literacy**
Working knowledge of theatre sound, lighting, audio-visual and networked systems, sufficient to interpret technical specifications and brief crew.
- **Show Calling**
Demonstrated ability to call performances from a prompt copy and to prepare running paperwork to a professional standard.
- **Mentoring & Capability Building**
Ability to train, mentor and lift the practice of others, with a genuine interest in building a stage management team.

- **Stakeholder Communication**
Confident, clear communication with hirers, visiting companies, creative teams and the events team.
- **Documentation & WHS**
Skilled in producing production and stage management documentation and risk assessments, and upholding WHS standards in a live production environment.
- **Physical Capability & Flexibility**
Physically able to lift equipment, work at height and in confined spaces, and work variable hours including evenings and weekends if required.

DESIRABLE SKILLS

- Ability to operate sound and lighting to the level required for duty technician responsibilities at Sutherland Arts Theatre.
- Experience stage managing new, devised or in-house produced work.
- Experience with Artifax or similar venue and event management software.
- Working knowledge of Vectorworks, AutoCAD or similar for reading and marking up plans.
- Experience delivering community and youth arts programs.

QUALIFICATIONS/CERTIFICATIONS

- A Working with Children Check for paid employment
- First Aid & CPR Certification
- Elevated Work Platform (Yellow Card) – desirable
- Construction Induction Card (White Card) – desirable

PERFORMANCE GOALS

- **A Venue Prepared for Every Event**
Translate hirer and creative requirements into clear production plans, and share them with the Technical Supervisor, crew and the events team early enough for every allocated event to be resourced and ready well before bump-in.
- **Reliable Delivery of Allocated Events**
Deliver all allocated events to schedule and to a professional standard, with production documentation complete and issued to deadline.
- **A Stage Management Team That Sets the Standard**
Build the capability of the casual stage management team so that Pavilion Presents productions can be reliably called in-house, while maintaining personal currency by stage managing approximately 25% of allocated events.