

Thank you for your interest in Merrigong Theatre Company's current vacancy for

Head of Staging/Flys

Please note all applications must include:

1. A current **Resume** including:
 - a. Full name
 - b. Phone number/s
 - c. Email address
 - d. Mailing address
 - e. Contact details for at least two referees

2. A **cover letter** in which you outline the following:
 - a. Why you are interested in this position
 - b. Why you believe you are suitable
 - c. Outline your previous experience with fly systems and rigging

Applications for this position close at 5pm on Friday 21 February 2020. Applications should be emailed directly to recruitment@merrigong.com.au or posted to:

Attention: Recruitment
Merrigong Theatre Company
PO Box 786
Wollongong NSW 2520

If you require further information about the position, please do not hesitate to call our Production and Technical Manager, Pip Rigter on (02) 4224 5950.

The successful candidate for the role will need to show a high level of initiative, strong communication skills and relevant industry knowledge and experience. They will also contribute to a positive team and work culture.

Merrigong encourages applications from diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

See the Position Description below.



Position Description

<u>POSITION:</u>	Head of Staging/Flys
<u>LEVEL/AWARD:</u>	Level 8, Live Performance Award 2010
<u>CATEGORY:</u>	Permanent 38 Hours per week

POSITION OBJECTIVES:

1. To assist in the planning, rostering and realisation of the requirements of incoming shows with a particular focus on Staging/Flys.
2. To assist in the operation of all technical aspects pertaining to the use of the stage, fly system and associated theatrical effects. To ensure all rigging and flying activity is completed efficiently and safely.
3. To coordinate and attend to maintenance and adjustments to the theatre equipment to ensure the venues operate effectively as performing arts venues, are well presented to the public and comply with the relevant statutory requirements.

KEY RESPONSIBILITIES:

Objective 1

- To work with the Production and Technical Manager to ensure that the company's technical department is running safely and professionally at the highest possible standard, and that all staff understand and adhere to company policies and procedures.
- To liaise with incoming production companies as required, to evaluate the set and lighting design for rigging requirements, and provide a high level of customer service to users of the centre.
- To ensure the efficient use of company time by casual employees in the production department and to participate in meetings as required.
- To assist venue hirers to realise their technical needs within the limits of the venues capabilities.
- Be able to retrieve data from the event management system, program various building amenities (such as air conditioning and security systems) and adjust rosters where required.

Objective 2

- To safely and efficiently set-up, maintain and operate stage machinery.
- To understand the very high degree of safety and attention to detail required when rigging and planning to rig a production.
- Participate in, and lead where necessary, the bump-in and bump-out of productions and events.
- To act as Supervisor when required.
- To lead event crew on the floor to realise the requirements of productions and maintenance.

- To keep accurate records, produce fly plots and swing plans as required.
- Determine the appropriate methods and materials to execute the rigging safely, in consultation with the Head of Sound, Head of Lighting and Production and Technical Manager.
- Arrange the external hire of any equipment required, in consultation with the Production and Technical Manager.
- To assist with the training and induction of volunteers and casual staff, as well as the induction of any visiting company personnel.
- Be able to competently support your colleagues in other areas by gaining a working knowledge of their equipment and processes.

Objective 3

- To assist in and coordinate, the maintenance of technical equipment and fixtures under the control of Merrigong Theatre Company in consultation with other members of the technical team, the Facilities Coordinator and the Production and Technical Manager.
- To ensure fly/rigging systems are regularly checked and maintained.
- To contribute to asset management planning and capital infrastructure expenditure planning. Be responsible for the continuing improvement of all staging equipment resources.
- To keep the asset register up to date with all staging related items.

To carry out other appropriate duties as directed by the Production and Technical Manager.

ORGANISATIONAL RELATIONSHIPS

Reports To: Production and Technical Manager.

Internal Liaisons: Staff, volunteers, contractors.

External Liaisons: Professional performing arts practitioners
Local arts organisations and groups
Suppliers / Patrons

SKILL REQUIREMENTS

Essential Criteria

- Extensive knowledge and experience in the planning, design, implementation and operation of live staging.
- Extensive experience and knowledge in theatrical rigging and manual fly tower operation and maintenance.
- A strong understanding of the needs and requirements of a range of stage presentations and events.
- Experience in assisting companies in adapting their presentations to suit different venues.
- Ability to interpret and draw, using a CAD package, lighting and staging plans/sections to scale.
- Strong communication, time management and record-keeping skills.
- Experience leading and working within a close team in a demanding environment.
- Experience in maintaining theatrical equipment.
- Experience in the use of Microsoft Office and other software/database programs relevant to this position.
- Working understanding of WH & S principles and regulations.
- Willing to obtain an Intermediate or Advanced Riggers licence.

Desirable Criteria

- Broad knowledge and experience of other stage craft including sound, lighting and audio visual.
- Formal training in technical theatre, theatre carpentry or associated trade certificate.
- Theatre/live touring experience.

Attributes

- Have a commitment to a safe and efficient working environment.
- Positive and approachable attitude.
- Reliable
- Ability to work autonomously.
- Ability to work to a high level of efficiency in stressful periods leading up to and during events.

SPECIAL CONDITIONS

- Available to work evenings, weekends and flexible shifts on a regular basis.
- Ability to work at heights, in low light conditions, requiring good level of fitness.