

JOB AND PERSON SPECIFICATION

POSITION:	Stage Manager and Production Coordinator
REPORTS TO:	Production Manager
LAST UPDATED:	May 2022
SALARY RANGE:	\$65,000 – \$70,000 per annum, plus superannuation
CONTRACT TERMS:	Full time

WINDMILL THEATRE COMPANY

Windmill Theatre Company creates unique and contemporary theatre and film for children, teens and families. The company premieres its repertoire in Adelaide and tours regionally, nationally and internationally.

Empowered by a dynamic culture and fuelled by shared ownership of its vision, Windmill is run by an Artistic Director, Executive Director and team of dedicated staff and artistic collaborators.

WINDMILL PICTURES

In 2017, after the success of its first feature film *Girl Asleep*, Windmill Theatre Company established a subsidiary company, Windmill Pictures Pty Ltd, wholly dedicated to developing screen projects.

JOB SPECIFICATION

Summary

Undertake technical and production duties as required for the efficient running of performance seasons and tours, including fulfilling the role of Stage Manager or if applicable, Technical Manager for Adelaide seasons and on tour.

Key Relationships

- Works directly with and reports to the Production Manager
- Works closely with the Artistic Director, Executive Director and general Windmill team

Special Considerations

- Regional, national and international travel for extended periods (ranging from 2 to 14 weeks) is required when stage managing touring shows

RESPONSIBILITIES

Production Coordinator

- Working closely with the Production Manager, assist with pre and post production and technical activities for show seasons and tours
- Working closely with the Associate Producer and programming team, assist with logistical preparations to ensure the successful delivery of show seasons and tours
- Coordinate production quotes and budgets for show seasons and tours as required
- Coordinate efficient storage and maintenance of sets, costumes and props
- Coordinate safe storage and maintenance of Windmill's production and technical equipment
- Maintain efficient filing of production documentation on the company's Sharepoint server
- Liaise with artists, venues and other stakeholders as required
- Attend regular programming, operational and staff meetings
- Assist with the development and implementation of Work Health and Safety policies and procedures
- Perform other technical and production duties as directed by the Production Manager, Artistic Director and Executive Director
- Other duties as required

Stage Management

- Perform all general stage management duties as required
- Undertake technical duties as required including running venue crews to realise the lighting and or sound design
- Travel with and manage the daily running of Windmill productions on national and international tours
- Act as a representative of Windmill whilst on tour taking primary responsibility for day-to-day interactions with presenters, tour partners or any other stakeholders
- Regularly liaise with the Production Manager and producing team while on tour to provide updates, communicate unforeseen circumstances and troubleshoot as required
- Manage the rehearsal room allowing for appropriate breaks according to the Live Performance Award 2020
- Provide rehearsal, bump in and show reports to select Windmill staff as directed by the Production Manager
- Create and/or maintain the prompt copy of select productions including script, props/ costumes and crew plots
- Operate or call all lighting, sound, AV and crew cues for select productions
- Produce and/or maintain the running plots
- Drive hire vehicles to transport set and or cast as required
- Perform other company management duties when on tour as required
- Adhere to contractual arrangements between Windmill and venues or other partners
- Other duties as required

General

- Comply with the required Work Health and Safety standards and Code of Conduct set by Windmill at all times
- Comply with Windmill's operational policies and procedures at all times
- Supervise volunteers, secondments and student placements as appropriate
- Assist with general office administration including answering incoming calls when the front desk is unattended, mail postage and collection, office lock up and other duties as required
- Attend and participate in company staff meetings and assist with general company activities as required
- Other tasks and projects as directed from time to time

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

- A qualification and/or experience in Stage Management
- Strong planning, event management and administrative skills
- Knowledge and/or interest in the arts industry essential
- Basic sound, lighting and AV knowledge essential
- Advanced sound, lighting and AV knowledge desirable
- Strong working understanding of QLab essential
- Knowledge of AutoCAD or Vectorworks looked upon favorably
- Car license essential. Truck license desirable

Key Competencies

- **Communication** – excellent, writing, editing and proofing skills, and ability to communicate well with a variety of stakeholders, including staff, artists, supporters and suppliers
- **Team work** - demonstrated ability to collaborate with and respect other team members and their contributions
- **Time management and attention to detail** - ability to manage complex tasks, challenging projects and competing deadlines concurrently with strong attention to detail
- **Problem solving and creativity** – ability to think laterally, solve problems and devise creative and logical solutions
- **Work health and safety** - Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures