



POSITION DESCRIPTION

Position	Head of Staging
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Live Performance Award
Remuneration	\$92,875 pa, plus 12% superannuation
Terms of engagement	Ongoing in a full time (1.0 FTE) capacity.
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	May 2026
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,



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allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Senior Manager, Technical Operations.
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Technical Operations team.
Internal Relationships	CEO and Creative Director, Directors, People Leaders, Managers, Centre staff, Technical Operations Manager, Heads of Department, Supervising Technicians, Casual Technicians, Presenter Services, Programming department, ICT Team and Facilities Team.
External Relationships	Visiting companies including professional and community groups and all users of Geelong Arts Centre; performers and production personnel; external contractors, suppliers and associated third parties (as required); Deakin University staff regarding Costa Hall.



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POSITION OVERVIEW

The Head of Staging provides leadership and specialist technical expertise in the delivery of staging services across all Geelong Arts Centre venues and performance spaces

The role is responsible for the operational leadership of the staging team and the safe, efficient and high-quality delivery of staging, rigging and automation systems in support of live performances and events. The position oversees the planning, coordination and continuous improvement of staging operations, including rostering, training and capability development of the staging team. It also ensures staging systems, equipment and infrastructure are maintained, serviced and operationally ready, in alignment with organizational requirements and production demands.

A key component of the role is the stewardship of staging assets, including contributing to lifecycle planning, maintenance scheduling, compliance requirements, and the accuracy of asset data within the Centre's asset management systems to support operational reporting and financial planning.

The Head of Staging works collaboratively with other Heads of Departments, Senior Manager Technical Operations and internal stakeholders to support the successful delivery of events, while ensuring safe systems of work are embedded across all staging activities.

This role also provides high level technical advice to presenters and production teams and contributes to the ongoing development of staging practices, systems and standards across the organisation.

PRIMARY RESPONSIBILITIES

People and teams

- Lead, supervise and support the staging team, including Senior Technicians, Technicians and Junior Technicians, fostering collaborative, professional and safety-focused culture while maintaining high standards of technical presentation, service delivery and operational performance.
- Coordinate the day-to-day operations, staffing and workload priorities of the staging team, including rostering, task allocation and operational planning to support rehearsals, performances, events and maintenance activities.
- Manage recruitment, induction, training and ongoing development of staging staff to support capability development, succession planning and high-quality service delivery.
- Provide coaching, mentoring, technical guidance and performance feedback to team members, and support performance management processes in collaboration with the Senior Manager, Technical Operations.
- Collaborate with Heads of Departments, technical staff and operational stakeholders to support the safe and effective delivery of events and broader Technical Operations outcomes.
- Provide technical support, operational advice and clear communication to presenters, contractors, visiting companies and internal stakeholders regarding staging operations and requirements.



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- Act as Supervising Technician where required, ensuring compliance with Centre operating procedures, standards, policies, and safety requirements.
- Design, coordinate and deliver training relating to staging systems, counterweight flying, automation, safe systems of work and operational procedures.
- Lead by example in demonstrating the Centre's values and contribute to a positive, inclusive, professional and accountable workplace culture.
- Act in accordance with the Centre's First Aid Management procedure as a designated First Aid Responder.

Technical and customer service

- Provide specialist pre-production technical expertise, production and operational information and advice to hirers relating to automation, rigging and staging services and the operation of related equipment.
- Safely operate automated and counterweight flying systems during bump in/out, rehearsals and performances. The nature of this work may require working from heights and the ability to lift and carry technical equipment.
- Develop, implement, and review Safe Work Method Statements, risk assessments and safe working practices relating to staging and automation operations and event planning and delivery.
- Diagnose and resolve automation and staging technical faults.
- Draw, interpret and create documentation such as hanging plots and cue sheets.
- Maintain knowledge and awareness of new automation and staging technology, including new rigging techniques, and provide advice and continuous improvement recommendations to the Senior Manager, Technical Operations
- Contribute to the planning, delivery, set-up and operation of production equipment, including lighting, vision, production network, staging, furniture and instruments for a variety of shows and events.

Equipment and Assets

- Coordinate the automation and staging equipment maintenance program, including completion of regulatory documents and asset replacement planning. Coordinate, conduct and supervise inventory checks, inspections and maintenance activities relating to staging and automation equipment. Coordinate the maintenance, servicing and operational readiness of staging systems and equipment, including asset inspections, regulatory compliance and maintenance schedule.
- Maintain accurate asset and equipment records within the Centre's asset management systems to support operational reporting, lifecycle planning and compliance requirements.
- Contribute to asset renewal planning, equipment replacement forecasting and budget development by identifying maintenance trends, operational risks and future equipment requirements.

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Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.
- Undertake other duties or projects as reasonably requested.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have:

- Extensive experience working in staging or technical operations within a large-scale theatre or live entertainment environment, including demonstrated progression into leadership or supervisory responsibilities.
- Demonstrated expertise in counterweight flying systems, staging operations and live performance technical delivery and applying this knowledge to successfully achieve and create specific staging and artistic effects.
- Demonstrated leadership in safe systems of work within a live performance or technical environment, including the ability to identify, assess and manage operational risks, and to consult, communicate and contribute to the resolution of health and safety issues.
- Experience supervising technical staff, presenters / hirers during production activities, including bump-ins, performances and bump-outs.
- Proven ability to lead, supervise and develop technical teams in a high-pressure, production-focused environment
- Highly developed stakeholder engagement and communication skills, with the ability to work effectively with a wide range of internal and external stakeholders, including visiting companies, artists and production personnel. Demonstrated ability to interpret technical production requirements and translate them into safe, practical and effective staging solutions across a range of performance contexts.

Desirable qualifications and experience

- Tertiary qualification in Live Production, Technical Theatre Performance or a related field.
- Experience with automation and power flying systems in a professional performance environment.



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- High Risk Work Licence – Intermediate Rigger or higher.

Other requirements

- Flexibility in working hours to support daytime, evening, and weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Current and valid Working with Children's Check (employee)
 - Current Victorian driver's licence (advising any qualifications, conditions or restrictions)
 - Completion of HLTAID011 Provide First Aid course, or equivalent, to perform as a First Aid responder. Training will be provided by Geelong Arts Centre.

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service Culture

A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.

Communicating with Influence

Engages and energises others through confident and persuasive communication; confidently conveys ideas and information with clarity, understands and meets the needs of target audiences (i.e. the right information to the right people), welcomes constructive feedback and sees things from others' points of view and confirms understanding.

Collaboration

Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.

Planning and organising

Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs

Consulting and advice

Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.



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Digital Literacy

Promotes technical solutions to modernise work practices, ensuring alignment with business requirements and contemporary digital landscape; actively grows capability in digital communication and technology literacy.

Leading Teams

Leads with values-in-action, integrity and emotional intelligence to support, develop, motivate, and guide the team to achieve successful outcomes, feel valued and wanting to do their best.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.