



POSITION DESCRIPTION

Position	Senior Technician – Stage Management
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Award classification	Live Performance Award
Remuneration	\$79,450 pa, plus 12% superannuation <i>Salary, conditions and classification arrangements are governed by the current Enterprise Agreement. Geelong Arts Centre is currently in EA negotiations and provisions may be updated once bargaining is finalised.</i>
Terms of engagement	12-month fixed term 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	July 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

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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, 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	Technical Operations Lead
Supervises	The role includes supervisory responsibilities for the day-to-day coordination, operational supervision and allocation of technical staff, including Junior Technicians, Casual Technicians and other staff assigned to shifts, productions and live events as required.
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 departments, 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;

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external contractors, suppliers and associated third parties (as required);
Deakin University staff.

POSITION OVERVIEW

The Senior Technician – Stage Management is a senior operational role responsible for supporting the safe, efficient and high-quality delivery of live events, productions and venue activity across Geelong Arts Centre venues and performance spaces.

This position provides day-to-day operational supervision and coordination of technical staff during bump ins, rehearsals, performances, events and bump outs, ensuring activities are delivered safely, efficiently and in accordance with Centre procedures, production requirements and customer service standards.

The role undertakes Stage Management responsibilities for designated productions, presentations, conferences and other venue activity, acting as the central point of coordination between technical departments, presenters, performers, contractors and venue stakeholders to support the successful delivery of events.

In addition to live event delivery, the position supports workforce coordination, event preparation, operational planning and departmental administrative activities to assist in the effective day-to-day operation of the Technical Operations department.

PRIMARY RESPONSIBILITIES

People and teams

- Support the safe, efficient and high-quality delivery of events, productions and venue activity across Geelong Arts Centre venues and performance spaces.
- Provide day-to-day operational supervision, coordination and support to Junior Technicians, Casual Technicians and technical staff allocated to shifts, productions and events.
- Coordinate technical workflows during bump ins, rehearsals, performances and bump outs, ensuring clear communication, task allocation and operational delivery across technical departments.
- Support the onboarding, training and development of Junior Technicians and Casual Technicians through structured on-the-job learning and consistent operational guidance.
- Assist with workforce coordination, rostering support and shift preparation in collaboration with Heads of Department, Production Managers and the Senior Manager, Technical Operations.
- Lead by example in demonstrating high standards of teamwork, customer service, communication and safe working practices.

Technical and customer service

- Act as Supervising Technician and/or Stage Manager during productions, rehearsals, conferences, presentations, events and live performances as required.

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- Coordinate backstage operations and facilitate communication between technical departments, presenters, performers, contractors and venue stakeholders
- Prepare, maintain and interpret production documentation including run sheets, schedules, cue sheets, production notes, call times and operational briefings
- Support the delivery of live events and productions through the operation and supervision of technical production activities across audio, lighting, staging and audio-visual disciplines within competency, training and licensing requirements.
- Work collaboratively across technical departments to support efficient operational delivery and positive presenter and hirer experiences.
- Identify, troubleshoot and escalate technical and operational issues where required.
- Support the preparation, maintenance and operational readiness of technical equipment, systems and workspaces.
- Participate in event planning, site inductions, operational briefings and event readiness activities as required.

OHS & Compliance

- Ensure appropriate resources, practices and processes are used to eliminate or minimise risks to health and safety within area of responsibility.
- Support and promote safe systems of work across productions, events and technical operations.
- Assist with implementing and monitoring Safe Work Method Statements, risk controls and safe working practices during event planning and delivery.
- Identify hazards, unsafe work practices, incidents and operational risks and ensure these are appropriately reported and escalated.
- Ensure technical and operational activities are conducted in accordance with relevant legislation, Centre procedures, licensing requirements and operational standards.
- Use equipment in accordance with training, competency and manufacturer guidelines, including the appropriate use of personal protective equipment.
- Promote a positive safety culture through professional leadership, communication and consistent operational practices.

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

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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:

- Demonstrated experience working in a live performance, entertainment, venue or technical production environment.
- Experience supervising or coordinating technical staff during productions, events, rehearsals, bump ins and bump outs.
- Demonstrated stage management experience, including coordinating live performances, conferences, presentations or complex events involving multiple stakeholders
- Broad operational knowledge across technical production disciplines including audio, lighting, staging and audio-visual systems.
- Ability to coordinate operational workflows and support the safe and efficient delivery of live events in a multi-disciplinary environment.
- Experience maintaining safe systems of work, including identifying hazards and risks, implementing controls and promoting positive safety outcomes.
- Highly developed communication and stakeholder management skills, with the ability to establish productive working relationships with technical staff, presenters, hirers and venue users.
- Demonstrated commitment to high standards of customer service, teamwork and safe working practices.
- Ability to problem solve, adapt to changing operational priorities and work effectively in live event environments

Desirable qualifications and experience

- Experience stage managing large-scale productions, conferences, festivals, civic events or touring productions.
- Experience coordinating or supporting Junior Technicians, trainees or technical staff.
- Experience using rostering, event management or production scheduling systems.
- Relevant technical, trade or live production qualification.
- Current High Risk Work Licence, EWP licence or other relevant industry certifications

Other requirements

- Flexibility in working hours to support daytime, evening, and some 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:
 - Working with Children's Check (employee)

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- Completion of HLTAID011 Provide First Aid course, or equivalent, to undertake duties as a designated First Aid responder. Training may 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.
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; develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them.
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.
Stage Craft	Expertise, knowledge and skill in using equipment to hold or move stage equipment and props in a theatre space to create immersive audience experiences and bring to life the artistic vision of the production.

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.

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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.