

POSITION DESCRIPTION

Position Title	Stage Manager
Reports To	Events Producer
Department	Operations
Contract Period	Casual
Classification	MRC EA 2021 - 2024 Grade 3.2.1 \$51.99 + superannuation guarantee
Date	March 2025

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We strive to create wonder for everyone, in and beyond the Centre and inspire our community through music.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful learning and access activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

We acknowledge the traditional owners on whose land Melbourne Recital Centre stands – we pay our respects to Melbourne's First People, to Elders past and present, and to our shared future.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

Primary Purpose

The primary purpose of the Stage Manager is the delivery of concerts and events. The Stage Manager will manage, support and direct the rostered technical team and production personnel on concerts and events whilst also liaising with artists, agents, tour managers, hirers and other users of the Centre.

Accountabilities

- Provide high level concert and event management. Manage all on-the-day requirements for concerts and events including contracts, production requirements, box office liaison, recording arrangements, IT, security, OH&S, front of house management, catering, parking, programs, branding, and merchandising.
- Work closely with all staff and contractors to ensure consistent and high levels of service to all incoming artists, concert presenters, event organisers and visitors to the Centre in line with Melbourne Recital Centre's excellence service vision.
- Act as show caller on concerts and events, oversee and manage artist movements, stage-changes, stage moves and to cue technical and production staff when required.
- Provide support to visiting Stage Managers who manage and call their own shows.
- Supervise the workflow and daily tasks of Operations staff as required.
- To identify, delegate and allocate duty crew responsibilities and liaise with colleagues on task allocation across the venue.
- To maintain and manage the general upkeep of all relevant stage, back of house and production areas and ensure that spaces, instruments and production equipment are set and (re)stored to agreed standard as required.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care of our own health and safety and that of other persons that may be affected within the Melbourne Recital Centre in accordance with the Melbourne Recital Centre's Health and Safety policies and procedures.
- Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers and stakeholders and promote a positive and co-operative working environment.
- Carry out any other duties that may be required by the Head of Operations.

- In this position you will come into contact with a large amount of information, interact with a range of stakeholders, and be privy to a range of commercial-in-confidence issues that must be treated with confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgment and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- Events Producer, Venue Stage Manager and Technical Coordinator (regular)
- Crew, artists and artist representatives and touring crew (regular)
- Stage Door and other Operations staff (regular)
- Box Office and Visitor Experience Staff (regular)
- Programming staff (as required)
- Other administrative and management staff (as required)

External

- Arts presenters, artist management, artists and touring crew (regular)
- Melbourne Recital Centre's 'Key Presenting Partners' (regular)
- Corporate sector presenter's representatives and companies (regular)
- Event management and production personnel (as required)
- External contractors, suppliers and associated third parties (as required)

Key Selection Criteria

- Demonstrated expertise of working in a stage management, event management or (technical) production role for a performing arts venue, a performing arts sector organisation or in a seasonal or touring capacity. (essential)
- A specific knowledge of the presentation of music, including a range of classical and contemporary genres, and its production requirements (essential).
- A broad knowledge and experience across a variety of (technical) production fields including audio, lighting, projection, audio-visual and staging (essential).
- Demonstrated capacity to manage and direct people, be highly organised, determine workloads, set priorities, work independently and under pressure in a multi-task environment and complete tasks within specified timeframes (essential).
- Demonstrated ability to problem solve and use initiative (essential).
- Highly developed interpersonal and communication skills, as well as high standards of personal presentation and the ability to maintain good working relationships with a wide range of people both internal as external to the organisation (essential).
- Well-developed written and verbal communication skills in English (essential).
- Knowledge and experience at using IT programs, including Microsoft Word, Excel and Outlook and the ability to become a skilled user of the Melbourne Recital Centre's venue management system, for which training will be given (essential).
- Demonstrated experience of working in an event coordination or production role for corporate events (desirable).

- Certification in the Providing First Aid (essential) and Responsible Service of Alcohol (RSA) (essential).
- Working with Children check (essential).
- Language other than English (desirable).

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undertake and maintain a Nationally Coordinated Criminal History Check (NCCHC), Working with Children Check (WWCC), and Responsible Service of Alcohol certificate, and hold valid working rights.
- The position may / will involve irregular hours including evenings and weekends and considerable flexibility will be required.
- The role will be expected to work non-standard business hours in support of staging evening events.
- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions, including Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.
- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.