

QUEENSLAND THEATRE

Position Description

Head of Workshop

Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

The Head of Workshop is a member of the Technical and Production team that facilitates and coordinates all production, technical and design (stage, costume, lighting sound, AV etc) elements necessary for staging theatrical performances.

Role purpose

The Head of Workshop is an experienced tradesperson who leads the Workshop team, a team that is responsible for the construction and maintenance of theatrical sets and props. The Head of Workshop is expected to:

- ensure the effective and efficient operation of the Workshop team in the construction, maintenance and mounting of theatrical sets and props;
- ensure Workshop activities are delivered on time and within budget parameters;
- engage with production creative teams in the interpretation of set designs and provide support throughout the life of each production;
- lead the Workshop team and ensure staff are adequately trained; and
- ensure safe work practises / conditions are always adhered to, in line with relevant codes and legislation.

Reporting relationship

This position reports to the Director, Technical and Production.

Key responsibilities

Objective 1: Workshop operation

Ensure the efficient and safe operation of the Workshop team within schedules and budget parameters.

Ensure the efficient and safe operation of the Workshop team as it fabricates sets to the highest standards (including but not limited to carpentry, metal work, scenic art, props and furniture fabrication, and automation)

- Report any emerging issues, for example, regarding safety, resources, building and equipment etc, to Director, Technical and Production or other relevant personnel eg Facilities and Operations Manager.

- Interpret plan and scaled working drawings in conjunction with the Designer, Director, Company Carpenter/Head Mechanist and Production Manager for each production.
- Oversee construction of sets, furniture, properties, scenic art, automation, and any special effects using appropriate construction techniques from scaled working drawings and models / information supplied by the Designer.
- Be responsible for the use and maintenance of tools and machinery and the provision and maintenance of a safe working environment at the Workshop.
- Undertake Workshop staff inductions as required.
- Provide Management with regular updates on Workshop maintenance requirements and equipment upgrades.
- Supervise and assist the Company Carpenter/Head Mechanist with the dismantling, packing and transporting, and bump in and out of sets, furniture, properties and special effects for each production.
- Maintain set, furniture and properties during each production season.
- Document a stock control system and supply regular reports to the Production Manager to facilitate cost reports and comply with audit regulations.
- Ensure duties and activities are carried out in compliance with relevant workplace health and safety legislation/regulations, Codes of Practice relevant to the position and Queensland Theatre Code of Conduct.
- Promote and integrate sustainability best practice as reasonably possible.
- Maintain a thorough working knowledge of relevant awards and legislation.
- Ensure that all construction methods and production designs comply with these awards and legislation.

Objective 2: Team leadership

Lead the Workshop team in accordance with Queensland Theatre values and respectful workplace policies

- Coach, mentor and develop direct reports in their areas of responsibility and skill in order to achieve desired outcomes.
- Supervise Workshop tradespeople and ensure they are adequately trained and adhere to required operating safety principles and practices, policies, and procedures to support a safe working environment, including the safe operation of machines and equipment.
- Assist tradespeople with responses to safety issues and emergency works as required.
- Assist team members with the resolution of issues.
- Delegate to the Company Carpenter/Head Mechanist, responsibility for the operations of the production once it is within the theatre, including the supervision of theatre staging staff.
- Advise and assist the Company Carpenter/Head Mechanist in supervising the assembly of the sets and special effects in the theatre during the mounting of productions.
- Be accountable for and promote a safe work environment by ensuring that work health and safety standards are prioritised and by role modelling Queensland Theatre's commitment to the wellbeing of staff, artists and patrons.

Objective 3: Operate within budget parameters

Ensure Workshop activities are within budget parameters

- In consultation with the Production Manager, Company Carpenter/Head Mechanist and the Designer, prepare costings for each production, detailing materials, labour, and finishing.
- Budget for and order scenic art materials and engage labour as required in consultation with the Designer and the Production Manager.

- Order materials and stock as required within the agreed budgets using the established company order system.
- Supply regular expenditure reports against the agreed budget for each production.

Objective 4: Engagement with production creative teams

Engage with production creative teams in the interpretation of set designs and provide any support required

- Attend Production parameter meetings to review design concepts and provide initial feedback.
- Attend and contribute towards production Preliminary and Design Presentations.
- Collaborate with designers and directors to ensure the realisation of the design for each production.
- Consult with stage management to action outcomes from rehearsals.
- Provide advice to designers and directors on company stock, construction techniques and materials etc.
- Attend weekly production meetings to monitor and provide insight throughout each rehearsal period.

Objective 5: Workplace health and safety

Support the Director, Technical and Production and other personnel in:

- championing and promoting a healthy and safe work environment, both on and off the stage;
- ensuring that systems of work and the working environment are safe and compliant;
- ensuring hazards and unsafe workplace conditions/practices have been identified, reported and actioned, and preventative and corrective actions are identified to eliminate, isolate or minimise risks;
- the process for investigating incidents, near misses and unsafe work practices including preparing any required reports.

Adopt and promote relevant Queensland Theatre policies including Code of Conduct and work health and safety, reflecting Queensland Theatre values in the way work is performed.

Perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

Selection criteria

1. Extensive experience managing a scenic workshop, including at least five years' experience in:
 - a) the mounting/staging of theatrical productions and associated coordination elements, including production bump in, technical rehearsals, maintenance, and bump out;
 - b) comprehensive understanding of scenery construction, materials, methods, and techniques
 - c) preparing plans and integrating resources for productions, events and activities within defined project parameters and timelines; and
 - d) rostering and supervising personnel, as required.
2. Qualification in General Construction (Carpentry-Framework/Formwork/Finishing/Metalwork) with a detailed knowledge of workshop tools / machinery and maintenance requirements.
3. Demonstrated ability to manage teams and lead people to achieve results.

4. Strong organisational and project management skills with the ability to forward plan and manage competing priorities and deadlines while maintaining a flexible approach.
5. Demonstrated problem solving and analytical skills including creative/lateral thinking and the ability to interpret technical specifications and plans and make substitutions as appropriate.
6. Experience in managing, developing, and controlling, budgets and timelines for large scale theatrical productions.
7. Strong communication skills (written and verbal) to engage stakeholders at all levels.
8. Knowledge of and experience in managing workplace health and safety obligations and risks and implementing required actions.
9. The physical capability to frequently perform the inherent requirements of the role including manual work tasks that may involve strenuous activity and repetitive actions.

Work hours

The is a full-time position. From time to time, given the nature of the position and production schedules, some additional hours of work including at performances/season productions and in evenings, may be required to fulfil the requirements of the role.

HOW TO APPLY

If you are interested in this opportunity, please read the position description and submit a written application which should include:-

- a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
- a resume / curriculum vitae
- a response (maximum 2 pages) to the selection criteria outlined above.

Please combine your application into a single PDF or Word document.

Please address application to HR Manager, Queensland Theatre, and email to **employment@queenslandtheatre.com.au**.

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for Queensland Theatre roles.