POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	STAGING MANAGER
Position no:	30004632
Team:	[Screen]
Department:	Screen Operations
Location:	Ultimo
Reports to:	MANAGER TECHNICAL & OPERATIONS 30004743
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 7]
HR Endorsement:	6/10/2026

Purpose

Manage all aspects of ABC productions as they relate to staging, ensuring all client requests are met.

Key Accountabilities

- Under broad editorial direction, provide detailed information and quotes to all clients for the delivery of internal and external productions, ensuring all parties have accurate and timely information to proceed with their booking of ABC facilities.
- Act as the Subject Matter Expert for Staging, Set and Props requirements, both technical and crew.
- Act as the main liaison between the ABC editorial teams, internal and external co-producers, and Staging, Set and Props providers to ensure productions are implemented and delivered in accordance with technical requirements and ABC policies.
- Review quotes from Staging, Set and Props providers and work with Editorial teams (internal or external) to recommend a preferred provider and crew based on technical capability and cost.
- Take part in all post event review meetings with all relevant parties to ensure the production is delivered to the ABC at the highest quality and to ensure any issues are followed up with the relevant party.

- Act as the ABC's financial controller for each production in relation to Staging, Set and Props, ensuring all crew amendments are accurate, and all additional requests have been signed off by the Production Executive responsible for that production.
- Provide high level resources and administrative supervision and guidance to the Studio Operations team and casual workforce.
- Collaborate with interstate counterparts and ensure standardisation of processes around resource booking, costing, and tracking across Staging, Set and Props, and review and approve invoices for labour and procurement.
- Ensure operational technical integrity is maintained and applied to all productions and identify ongoing operational needs and take responsibility for building and developing operational capability.
- Keep up to date with industry developments and in collaboration with Product & Technology and Staging, Set and Props providers, drive the take up of current processes and technologies, advise on future directions and trends, and contribute to capital and content planning as appropriate.
- Provide support to management in the planning and scheduling of resources to enable efficient and on-time allocation of staff and equipment to meet demand.
- Act as the first point of contact for the department including the prompt follow-up of enquiries, determining priorities and dealing with issues through to completion.
- Book and roster core and casual staff to maximise staff utilisation and efficiency while ensuring adherence with ABC Enterprise Agreement and WHS requirements.
- Oversee and provide instruction as the leading hand and hands on manager for the installation (bump-in), operation, and dismantling (bump-out) of all scenery, staging, set and props ensuring all production requirements are met.
- Manage resources, equipment maintenance, including Scenic Workshop and external storage facilities, and act as a liaison between production staff, venue hirers, design and technical departments.
- Implement safety protocols, conduct staff inductions, manage risk assessments, and ensure all work complies with health and safety guidelines.
- Allocate, coordinate and maintain the Production Facilities Fleet.
- Drive staging vehicles used to transport set and props if required.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience
2. Demonstrated highly advanced understanding of TV production techniques, procedures and terminology, including lighting and staging, studio etiquette, and construction specifications, scripts and production schedules.
3. Demonstrated experience and ability to lead, supervise and evaluate the performance of operational staff and a willingness to pass on acquired expertise and skills to others.
4. Demonstrated highly advanced planning and organisational ability, with an aptitude for accuracy, attention to detail and the ability to prioritise under pressure.

5. Demonstrated comprehensive communication and collaboration skills, with the ability to negotiate effective outcomes, work across team boundaries and deal with clients diplomatically and tactfully, striving to understand and meet their needs.
6. Experience using ScheduALL and UKG (rostering software) an advantage.
7. Demonstrated commitment to multiskilling through the ongoing development of skills across a range of operational, technical and production functions.
8. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
9. A proven ability to source and maintain contacts across the broader Australian community.
10. **ABC Values:** Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
11. **ABC Policies:** Understanding of the relevance and scope of ABC Policies and the ABC Values and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Values.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirements

- A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation
- MR (Medium Rigid), Forklift and EWP (Elevated Work Platform) licence preferred

www.abc.net.au/careers