



POSITION DESCRIPTION

Infrastructure and Operations
Faculty of VCA and MCM

Stagecraft Project Coordinator

POSITION NO	0034602
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Tim Edwards Tel +61 3 9035 3180 Email time@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Stagecraft Project Coordinator is a highly motivated and self-directed individual who competently coordinates multiple stagecraft activities and is responsible for delivering projects on time with best safe practice.

The Stagecraft Project Coordinator is responsible for coordinating the operations and delivery of Theatre, Screen and Musical projects (Sets and Props). Including organising, budgeting, staffing, coordinating and overseeing Student workshop activities, set installation and maintenance (during the performance season) which is connected to the performance program within Performing Arts.

The Stagecraft Project Coordinator, coordinates and supports student induction, demonstrations and explanation of techniques, training and supervision. With close liaison with academic staff and professional staff to ensure that the Projects are delivered effectively and efficiently, while ensuring Health and Safety policies and processes are maintained.

Reporting directly to the VCA&MCM Workshops Manager, the Stagecraft Project Coordinator has a degree of autonomy and also is aligned and contributes to the Workshops Team and the Infrastructure and Operations Team.

The Infrastructure and Operations Team includes digital, technical, studio management staff who support teaching and learning programs delivered by the Faculty. There will be times when the incumbent will be involved in working with other staff members of the Infrastructure and Operations Team, to ensure the effective delivery of the Faculty's programs.

The position requires a person with the necessary competencies to undertake the key responsibilities of this role, but who is also willing to work in an educational environment where good communication skills and the ability to work cooperatively as part of a wider team are necessary. The incumbent will be expected to develop, contribute to and maintain effective working relationships across the university in particular with University Services, to enable high quality and timely service delivery.

1. Key Responsibilities

Reporting to the Workshop Manager, the Workshop Coordinator is responsible for the following:

1.1 TEACHING SUPPORT AND RESOURCING

- ▶ In liaison with academic and production staff, plan, schedule and coordinate the delivery of projects and teaching programs within the Stagecraft Workshop.
- ▶ Provide industry standard instruction, demonstration, and explanation to students regarding safe use of equipment and professional practice within a workshop environment, offering techniques and creative solutions in a learning environment.

1.2 WORKSHOP CO-ORDINATION, SUPPORT AND REPORTING

- ▶ Prepare the workspace used by students, provide instruction and demonstrate building methods and practices.
- ▶ Plan, coordinate and implement the day to day running of the workshop area, to facilitate academic programs.

- ▶ Ensure students are supervised at all times while equipment and machinery is in use.
- ▶ Provide accurate reporting methods and accountability for all equipment and consumables.
- ▶ Support academic staff and students to employ professional standard construction techniques to find creative solutions to technical problems specific to scenic art and set building.
- ▶ Undertake general maintenance of workshop equipment and keep accurate maintenance inventory.
- ▶ Plan and requisition equipment, materials and services within budgetary parameters for the Stagecraft Workshop.
- ▶ Maintain records for Workshop related expenses and track casual hours within budget
- ▶ Maintain awareness of emerging trends and improvements in equipment, technical procedures and facilities relevant to the live performance industry.
- ▶ Attend and participate in staff, production and planning meetings as required.
- ▶ Assist in the preparation and presentation of studio based programs and exhibitions.
- ▶ Induct, oversee and assist staff and students in equipment use, management and safety procedures
- ▶ Ensure workshop facilities are, well maintained and safe.
- ▶ Maintain records of cyclic events, Inductions and OH&S documentation

1.3 OH&S REQUIREMENTS AND FACILITIES INDUCTIONS AND USE

- ▶ Induct and supervise casual staff into working within an educational context.
- ▶ Ensure health and safety and risk management plans and practices are observed within the workshop area, safe equipment handling is understood and adhered to at all times, and that working hours are maintained at reasonable and ethical levels to ensure safe workshop practice.
- ▶ Contribute to the development and implementation of risk management, induction and OH&S programs ensuring safe work practice is adhered to at all times.
- ▶ Contribute to the compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.
- ▶

1.4 BUDGET PREPARATION AND MONITORING

- ▶ Provide input into the annual budget relating to the workshop area, contribute to planning costing and scheduling of workshop resources.
- ▶ Provide timely response to requests from the Workshop and Operation's Managers regarding ongoing monitoring of expenditure against the budget for this area.

1.5 FACULTY LIASION

Work collaboratively with units across the Faculty to achieve high quality outcomes including; consulting when decision making may have impact beyond immediate work area, participating in multi-disciplinary/function teams to ensure consistent best practice is established and the ongoing development of the function meets the needs of the faculty.

1.6 GENERAL

- ▶ Regular participation in and contribution to team meetings.
- ▶ Maintaining a network of professional relationships that can be brought to bear on the productions.

It is expected that the Stagecraft Workshop Coordinator will undertake other duties, activities and responsibilities of a nature appropriate to the classification as may be determined in consultation with the Head of School and the Manager Infrastructure and Operations.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in the field or equivalent in professional experience
- ▶ Demonstrated extensive experience working in theatre workshops utilising a broad range of current construction techniques at a professional standard.
- ▶ Extensive experience in workshop coordination and the facilitation, construction and installation of stagecraft sets and props.
- ▶ Demonstrated ability to provide instruction and training to students on prop making and set building, including best practice in the safe use of facilities, equipment, chemicals and materials, and extensive OH&S training and practice in safe handling of equipment and load lifting.
- ▶ A demonstrated working knowledge of theatre, dance and production design.
- ▶ Demonstrated project/time management skills with a proven ability to prioritise in order to meet production deadlines.
- ▶ Knowledge and experience in safe use, storing and handling of chemicals and other toxic materials used within a scenic workshop environment.
- ▶ Skills in maintenance of workshop equipment.
- ▶ Demonstrated ability to work cooperatively with individuals or as part of a team to achieve specific goals.
- ▶ Well-developed communication, interpersonal and liaison skills.
- ▶ Computer Skills with experience in budgeting software.

2.2 DESIRABLE

- ▶ Knowledge of Occupational Health and Safety Act (1985), the Dangerous Goods Act (1985), and relevant codes of practice.

- ▶ Basic / Intermediate Riggers Ticket.
- ▶ Current Victorian Driver's Licence.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to VCA Workshops Manager and working closely with the Production and Facilities Manager the incumbent will be expected to provide a range of technical advice and services.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to apply standard technical training and experience to solve problems and will also require problem solving and judgement skills to prioritise and manage day to day activities.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will apply experience and technical knowledge in accordance with relevant University, Faculty, and occupational health and safety policies and procedures when liaising with staff and students, as well as creative professionals in the field.

3.4 RESOURCE MANAGEMENT

This position is required to provide advice on the use of, supervise use of, and maintain workshop machinery and equipment. The incumbent will also provide advice in relation to hire of additional equipment, and manage such equipment, as necessary.

Disseminating information in a timely manner to the production manager and all affected parties about any changes in equipment stock.

3.5 BREADTH OF THE POSITION

The incumbent will be responsible for a range of tasks and activities to ensure that production standards as agreed are maintained.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual

harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 VCA AND MCM

The Faculty of the VCA and Music (VCAM), a faculty of the University of Melbourne comprises over 1,700 full time equivalent students in three schools: Art, Music and Performing Arts, as well as offering programs in Film and Television. The School of Art and the programs delivered by Film and Television are budget unit within VCAM. For further information go to: <http://www.vcam.unimelb.edu.au/>

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>