



## POSITION PROFILE

<b>Position Title:</b>	Head of Stage Management, Senior Lecturer (TTSM)	<b>Remuneration:</b>	\$114,296 gross per annum + 11.5% Superannuation
<b>Organisation Unit:</b>	Learning & Innovation	<b>Employment Type:</b>	Full Time
<b>Term of Contract:</b>	2 years	<b>Classification:</b>	Educational Services (Post-Secondary Education) Award 2020. Level C Step 1

### OBJECTIVE

NIDA provides stage management training and skills for the performing arts industry as part of the full time Bachelor of Fine Arts (BFA) (Technical Theatre and Stage Management) [TTSM] course. Through practical and theoretical classes, students develop skills in stage management for a variety of performance contexts. As part of their training, students apply their skills to assistant stage management, deputy stage management and senior management roles on NIDA productions and events, which are a crucial part of students' practice-based learning.

The Head of Stage Management is responsible for contributing to the development of curriculum and practical training, including assessment and feedback for students. The Head of Stage Management will assist the Course Leader, TTSM, in the administration and coordination of the TTSM course as well as supervising TTSM students and mentors involved in NIDA productions and events. Additionally, the role provides expertise in stage management for NIDA productions and events by supporting staff (including directors) and students across courses with advice and resources.

### KEY ACCOUNTABILITIES

- Ensure students acquire skills and knowledge in stage management practice through practical and theoretical classes.
- Evaluate and assess students' work and progress through the course in accordance with NIDA's assessment principles, as outlined in NIDA's assessment and attendance policies and student regulations, as outlined in the Course Handbook.
- Supervise and support students undertaking stage management roles as part of NIDA productions and events.
- Exercise due duty of care in dealing with students, other staff members and industry guests.



- In consultation with the Artistic Planning and Technical Operations teams ensure the timely delivery of high calibre stage management expertise for NIDA productions (typically developed by students), and NIDA events.
- Attend technical and dress rehearsals, previews and public performances of NIDA productions and events as required.
- In consultation with TTSM staff and the curriculum team, develop appropriate learning resources for students.
- Recruit, support, and supervise mentors for students undertaking stage management roles within production projects.
- Assist the Course Leader, as required, to audition, interview, and advise on the selection of student for the full-time course in accordance with NIDA's selection and audition principles and practices.
- Provide feedback to the TTSM Course Leader regarding industry standard practice, and other planning issues.
- Undertake academic administration, attending requisite meetings and supporting the Course Leader as required.
- In consultation with the Course Leader, recruit high quality casual stage management supervisors, guest lecturers and other industry practitioners.
- Collaborate with the TTSM staff and the other disciplines to ensure quality teaching and delivery in a harmonious and professional nurturing environment.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.
- Undertake other relevant duties as required by your manager or their delegate.

## KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Course Leader, Technical Theatre and Stage Management

**Supervises:** Casual stage management mentors and tutors.

**Internal:** Director, Learning and Innovation, Course Leaders, TTSM, Head of Lighting Design, Head of Video Design, Head of Sound Design, TTSM Course Coordinator, NIDA students and other staff.

**External:** Guest directors and other creatives, industry networks.

## SELECTION CRITERIA

### Essential:

- Demonstrated expertise in stage management theory, principles and application, with a deep understanding of industry-standard protocols and practice.
- Relevant postgraduate qualification and/or significant industry experience.
- The capability to contribute to the development and delivery of a stage management curriculum that reflects the latest developments in stage management in a context of continuous improvement.



- Demonstrated ability to effectively manage resources in a constrained budgetary environment.
- The ability to inspire students' creativity and learning.
- Demonstrated willingness to embrace organisational change including use of modern technology and the ability to analyse and problem solve in a context of change and continuous improvement.

**Desirable:**

- Teaching experience and a qualification in learning and assessment (Certificate IV or Tertiary Teaching certificate) or the willingness to acquire.
- Experience in a not for profit and/or government or educational environment.

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.