

Application Kit

FRINGE WORLD Stage Manager

The FRINGE WORLD Festival is the largest annual event staged in Western Australia and the third largest Fringe Festival in the world in terms of tickets sold. The Festival is produced by Artrage, a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983.

Alongside the annual Festival, Artrage produces and manages a number of other arts and entertainment enterprises that increase the scale and breadth of the organisation's reach including an outdoor cinema that runs throughout the summer and a regional touring program.

FRINGE WORLD Stage Managers are vital to the daily operations of a venue, managing technical rehearsals, performances, changeovers and coordinating back of house. Working with the FRINGE WORLD Venue Technicians, the Stage Manager is fundamental in providing a positive experience for artists participating in the festival.

Every venue at FRINGE WORLD houses multiple performances on any given day providing an exciting and engaging for the front line staff working within FRINGE WORLD Venues. A commitment to quality service and attention to detail is a must.

Application process

To be apply for this position, please provide:

- A current Resume outlining relevant previous experience
- Overview of availability between January – March 2018
- Contact details of two professional referees

Application closing date: **Midnight WST 1st November 2017**

Applicants with early submissions that possess the relevant skills and experience may be contacted before the closing dates for interview.

Email your application to technical@fringeworld.com.au with "Stage Managers" in the Subject heading before the application closing date.

By submitting an application for this position you acknowledge and accept our Privacy Policy, which is available to view on our [website](#).

Selection Process

Shortlisted applicants will be asked to take part in an interview in November with the Technical Manager in Perth. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

Key Accountabilities

Stage Management & Operations

- Be present for all rehearsals, technical rehearsals, performances and any other time the venue is in use unless otherwise stated in the schedule.
- Ensure the venue is prepared and tidy for artists before their arrival for technical rehearsals and performances. This includes ensuring any additional technical resources that have been confirmed are available and where possible pre-rigged before an artist arrives and checking venue infrastructure, such as air-conditioning, is operational.
- Assist with loading artist equipment into the venue.
- Liaise with the artists on arrival to ensure all copies of cue sheets or technical information are distributed to the venue technicians.
- Ensure that documentation provided by the Artist is current and ready for production.
- Manage technical rehearsal to ensure artists' needs are met and the schedule is adhered to.
- Keep appropriate documentation from the technical rehearsals, such as stage plots, to maximise the efficiency of changeovers.
- Coordinate backstage space and marquees for current and incoming productions to create a safe and welcoming space for performers.
- Ensure the proper and efficient storage of all FRINGE WORLD equipment and artists props and scenery required backstage.
- Assist with the performance in any way necessary, including but not limited to, dressing, setting/striking props, scenery and equipment, operating paging lines and in some cases assisting venue technicians with technical operations.
- Manage changeovers between shows ensuring that the incoming production has sufficient time to prepare onstage prior to opening of doors.
- Work with Front of House staff to ensure Front of House requirements are met.
- Complete and submit daily venue reports.

Health and Safety

- Ensure the health and wellbeing of FRINGE WORLD staff is at the forefront of all duties undertaken.
- Carry out all duties within parameters agreed with FRINGE WORLD Technical Manager and in accordance with appropriate internal and statutory procedures.
- Ensure that the highest levels of OH&S are met during pre-production, bump in, operations and bump out.
- Ensure staff observe fire regulations, health and safety legislation and the conditions of all licenses.
- Ensure the working practices adhere to Health & Safety Policies and Procedures.
- Notify the FRINGE WORLD Technical Manager of any Health & Safety issues that arise ensuring that responsive remedial works are carried out.

Contract Details

Salary:	Contract Package to be provided prior to contract acceptance.
Contract Period:	Contracts will run for the duration of 15 th January to the 2 nd March 2018, however there may be shorter contracts available.
Working Hours:	Dependent on the Final Venue Schedule for Events. This will be available prior to contract acceptance.
Working Location:	FRINGE WORLD Festival Sites in Northbridge, Perth and other locations as require

Skills and Experience

- Demonstrated experience in Stage Management of productions.
- Excellent organisational and time management skills.
- Excellent attention to detail.
- Strong interpersonal, verbal and written communication skills.
- Strong customer service skills and ability to work in a fast paced environment.
- Ability to work both independently and as part of a team.
- Ability to deliver in a high-pressure environment and prioritize competing deadlines.
- Suitable experience in a similar role is strongly desirable.
- Managing stages with multiple performances in a festival environment is preferred.