

Position Description – Head Lighting

Position Details

Position Title:	Head of Lighting
Unit:	Lighting Department
Department:	Technical Resources
Location:	Based principally, for performance seasons, at Sydney Opera House and interstate, particularly Arts Centre Melbourne (extended travel to be expected). Further requirement to work at other company work locations, such as the Stores.
Classification:	Technical Production

The Company

Opera Australia (OA) is Australia's national opera company, dedicated to enriching Australia's cultural life with exceptional opera and sustaining and developing the art form.

Opera Australia presents over 700 performances a year, including two mainstage opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, Touring and Outreach, the Company reaches out to communities in regional Australia, and delivers an exciting program to school students. Opera performances are broadcast and distributed nationally and internationally.

Opera Australia casts its productions from an ensemble of Australian artists - opera singers, dancers, conductors and répétiteurs, with regular appearances by international guest artists. The Company manages the Australian Opera and Ballet Orchestra and also works in partnership with Orchestra Victoria. The Company works with leading directors and designers, and employs a large number of highly skilled people in the areas of scenic construction and painting, wardrobe and wig-making, stage production, and management and administration. Overall, the Company plays a vital role in developing and sustaining a specialist skills base in this unique area of the performing arts. The Company regularly commissions and presents co-productions with opera companies based in Australia and throughout the world.

For further information please refer to the website at www.opera.org.au

The Technical Resources Department

The Technical Resources Department is responsible for the manufacture, installation and co-ordination of all scenery, props, costumes, wigs, make-up, lighting, audio, projection, stage effects and crewing for all productions within Opera Australia's repertoire, as well as their maintenance, transport and storage.

Much of The Opera Centre, Sydney is occupied by the Technical Resources Department for the manufacture of productions. In addition, scenery for more than 85 productions is stored at the scenery warehouses of over 10,000 square metres at Alexandria and 6,000 square metres at the Melbourne store in Footscray. Costumes are stored at a separate store in Blacktown, and a small wardrobe facility is maintained at the Melbourne Opera Centre.

Technical Resources Administration assists with the co-ordination of technical functions, including detailed costing, budget management, and scheduling for the manufacture and presentation of productions. This process commences three years in advance of planned productions.

Position Summary

The Head of Lighting is responsible for the management and supervision of the Lighting department and its staff (permanent, seasonal and casual), the rostering of OA and venue crewing, and for ensuring that all materials, processes and techniques relevant to lighting equipment hire, production lighting realization, and equipment maintenance of items owned by OA are handled and delivered in a safe, professional and timely manner.

The Lighting Department has in the past been primarily focussed on the professional live presentation of the company's productions on the stage, and now is also required to support the growing requirements of the outdoor events and musical theatre activities produced by Opera Australia

The Head of Lighting undertakes key liaison with the Production Managers, Technology Manager and manufacturing departments, as well as internal and external suppliers, and performance venues and supplied crews.

Reporting Line

Reports to: General Manager Technical Resources

The position also works closely with the Business & Operations Manager of Technical Resources, Production Managers, Technology Manager, Stage Management, other staging Heads of Departments, and Heads of Workshop and Wardrobe.

Key Accountabilities

- **Administration & Oversight**

Exercise the skill and professional competence to:

- Deliver the highest production standards expected of Opera Australia.
- Source and employ, as required and in consultation with the Business & Operations Manager, seasonal and casual staff of appropriate standard to ensure key labour resources are maintained
- Take a lead role in a team environment and assume the responsibility for the supervision and oversight of the operations of the OA Lighting department, in a repertory opera production context.
- Support the production managers and contracted staff of Opera Australia's Major Projects outdoor performances, and Opera Australia's Community and Commercial Musical theatre, Touring and outreach programs as required.
- Apply a comprehensive and specialist theatrical knowledge of materials, complex processes and techniques relevant to the lighting of modern repertory productions.
- Display highly developed communication and negotiating skills.
- Review and provide input to the technical scheduling of future seasons, as required.
- Oversee the rostering and management of OA and venue, lighting crewing personnel to achieve desired production, budget and WHS outcomes
- Liaise closely with venue crew supervisors, to ensure optimal production and WHS outcomes
- Interpret general technical drawings of ground plans and sections, as required.
- Interpret and modify where required lighting plans provided by lighting designers or co production producers
- Develop the necessary paperwork to allow Operatic, Musical and outdoor productions to be realized without the requirement of the lighting designer presence
- Liaise with Directors, Designers, Production Managers, other Department Heads and relevant personnel, as required, to achieve the desired production outcomes.

- Plan & supervise, with other department HODs, scene changes, act changes, production changeovers, to meet individual and repertory show requirements.
- Display an advanced professional knowledge of LED and moving light equipment, modern lighting consoles programming (MA2 and EOS era desks) and, the installation of theatrical practical lighting, as used in productions within Opera Australia's repertoire
- Supervise the bump-in, bump-out and packing of shows for touring and storage.
- Identify the development and training requirements of staff members in the Lighting department up to, and including, Level 4 and the capacity to train such staff by way of demonstration and explanation.
- Develop, implement and adhere to appropriate WHS compliant procedures and practices.

- **Documentation**

- Manage the daily running and overall administrative duties of the Lighting Department, including regular Head of Department (HOD) reports, production documentation, archival record, crew rosters and other staff related documentation.
- Effectively develop and advance delivery of venue crewing rosters within budget parameters.
- Manage and/or assist with the preparation of relevant Safe Work Practice and Risk Assessment documentation.
- Manage the timely delivery of department-specific complete detailed reference records, show plots and performance documentation as used in specific productions.
- Schedule and manage the appropriate maintenance of all OA lighting equipment.
- Manage the maintenance and recording of stock levels of consumables against budget.
- Manage and/or assist in the preparation of complete carnet documentation for touring productions as required.

Common Accountabilities

Opera Australia is committed to the health, safety and wellbeing of its staff. The company and its staff must comply with a range of regulatory requirements, including equal opportunity, work health and safety, privacy and trade practices. The Company also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

All staff must:

- Treat other staff, and members of the public, with respect at all times.
- Act with integrity and meet the company's high standards of personal and professional conduct
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others;
- Report incidents, near misses and hazards to their immediate manager as soon as practicable.

Specific Challenges

The challenges for the Head Lighting include:

- Maintenance of production standards
- Seasonal and casual employment of temporary staff
- Schedule and staff roster compliance
- Combining the requirements of vision and lighting on modern productions
- Previsualization of new and old productions
- Budgetary compliance
- Compliance with safe work practices (WHS).

Scope of the Position

The Head Lighting exercises significant independent judgement in performing the above range of duties. The position is accountable to the General Manager for the professional conduct and operation of the Lighting arm of the Technical Resources Department.

Key Selection Criteria

Essential

- Demonstrated successful experience, in a supervisory capacity, over a minimum five years, in the staging of complex theatrical productions.
- Demonstrated capacity to read and understand CAD documentation, build procedures and industry-practice lighting production documentation.
- Demonstrated experience in venue and internal staff construction and performance crew rostering.
- Extensive rigging experience in the industry.
- Extensive experience in the developing of paperwork and the implementation of lighting or vision equipment systems for an Operatic theatrical company, or on large touring events or touring musical theatre.
- A flexible, quick organised manner and an inventive creative approach.
- Effective interpersonal, communication and teamwork skills and a good work ethic.
- Sound staff management experience.
- Capacity for multi-tasking and prioritisation.
- Capacity to work in a sometimes stressful context.
- Common sense and initiative.
- A well-developed understanding of, and commitment to WHS principles and regulation.
- An ability to work autonomously and to work under pressure to meet tight deadlines.

Desirable

- Knowledge of, and experience in, professional musical or opera production lighting
- Experience in lighting productions in a repertory opera context
- Computer literacy in MS Word, MS Excel, AutoCad, Vectorworks, ArtsVision and similar
- Recognised tickets in advanced rigging, EWP and Forklift operations.
- MA2 and EOS programming protocols and systems
- Real time programming experience on the MA2 or EOS type lighting system
- Experience in D3 vision systems or similar vision control systems

Other considerations

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. As part of the essential functions of this position, the incumbent is required to have the physical mobility and strength to oversee production work.

Hours of work are schedule dependent and will vary from week to week, and will include working at night and on weekends and public holidays. The position requires some interstate travel, particularly in relation to the touring seasons.

This position description will be reviewed on a regular basis and changes made to reflect changes in the requirements of the role. Staff will be consulted in the process of review.