

POSITION DESCRIPTION

Site & Communications Officer

Position Title:	Site & Communications Officer
Department:	Major Projects
Location:	Based at The Opera Centre, Sydney, but may be required to work and/or be based at other company work locations, as required.
Classification:	Site
Employment Type:	Full Time Temporary contract

The Company

Opera Australia 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 is the largest and busiest performing arts organisation in Australia, with over 600 opera performances a year, including two opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, 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 Opera Australia 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.

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

The Major Projects Department

The department is responsible for the development and implementation of large scale projects, such as Handa Opera on Sydney Harbour, Opera on the Beach and Sydney Opera House – The Opera to high artistic, technical and operational standards.

Position Summary

The Site & Communications Officer is a vital support role and during construction and deconstruction the Site & Communications Officer will support the operations of the site. During performances, the Site & Communications Officer controls the Communications Room (Emergency Management Centre) during venue operational times. The Site & Communications Officer is experienced in site operations and an experienced radio operator. As the controller of the Communications Room during performance, the role is responsible for recording all communications in accordance with event procedures and policy. It coordinates communication between department supervisors across radio channels, which may involve deploying site resources and implementing emergency response procedures.

Reporting Line

Reports to: Production Manager and Site & Venue Operations Manager

Direct reports: Nil

Key Accountabilities

- Manage onsite communication including opening and closure of site on a daily basis.
- Develop an understanding of the Event Management Plan and relevant WHS documentation.
- During construction and deconstruction:
 - Assist with the smooth running of Stage Door as required including:
 - Screening all people entering the site/venue to ensure they have the correct authorisation to enter;
 - Maintaining accurate records of personnel on site through Opera Australia's accreditation and induction database (Who's on Location);
 - Administration of personnel safety equipment, radios and key requirements;
 - Maintaining Stage Door in a clean and orderly manner;
 - Distribution, recording and accurate filing of documentation as required, i.e. incident reports, tool box talks, work permits, delivery dockets; and
 - Distributing consumables and tools and assisting to ensure stock levels are suitably maintained.
 - Coordinate the distribution of consumables, tools and other resources across the site for all departments as required for the timely delivery of the event.
 - Coordinate collections of consumables and resources offsite, which will require the use of a company vehicle.
 - Coordinate projects including allocating tasks to casual crew (e.g. installation of fence scrim).
 - Ensure personnel on site are following safety requirements.
 - Ensure the cleanliness of the site, including the management of construction waste.
 - Attend meetings, take notes and implement actions as required.
- During performances:
 - Ensure that communications are maintained across all site departments for the duration of the venue operational hours;
 - Coordinate with site supervisors to ensure the smooth and efficient deployment of site resources;
 - Accurately record all radio communications in accordance with the event's procedures and policy;
 - In the case of emergency, assist in the plans of management for emergencies as part of the Emergency Control Organisation (ECO) as Communications Officer;

- Be fully acquainted with all emergency procedures and implement emergency communication procedures when required.
- Undertake any other duties as required, which are within the limits of the employee's skill, competence and training.

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 statutory requirements, including equal opportunity, work health and safety, privacy and trade practice. 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
- 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 and hazards to their immediate manager as soon as practicable.

All Managers of staff and facilities must do whatever is reasonably practical to ensure that both the workplace and the work are safe, in consultation with staff affected.

Selection Criteria

The selection criteria for the role are:

- Demonstrated site operations event experience (preferably outdoor large scale events);
- Demonstrated radio operation experience;
- Class C driver's license and confident ability to drive a manual vehicle weight of up to 2.5 tonnes;
- Demonstrated ability to maintain very high levels of communication while in high pressure environments;
- Ability to work independently and unsupervised and also to work collaboratively as part of a team;
- High level of organisational skills and ability to maintain accurate records including competency across the Microsoft Suite;
- Sound understanding of safe work practices and Work Health and Safety Regulations;
- A flexible attitude to duties/responsibilities and working hours.

Other desirable skills and experience:

- Forklift License;
- Construction Induction Card;
- C-Class Australian Drivers license.

Other considerations

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. Appointment may also be subject to passing a mandatory Working with Children check, where required by law. For some positions, an independent health and fitness check or criminal records check may also be required.

The role involves relocation to rehearsal and project venues as well as regular evening and weekend work.

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.