

# OPERA AUSTRALIA

**Position Title:** Technical Services Coordinator  
**Department:** Technical Services  
**Location:** The Opera Centre, Surry Hills, Sydney  
**Classification:** Administration  
**Tenure:** 6 month fixed-term 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 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, Oz Opera, 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 repetiteurs, 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 our website at [www.opera.org.au](http://www.opera.org.au).

## The Technical Services Department

The Technical Services 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. It is further responsible for the maintenance of our Opera Centres and other facilities in Sydney and Melbourne and for general operations.

Much of The Opera Centre, Sydney is occupied by the Technical Services Department for the manufacture of productions. In addition, scenery for more than 85 productions is stored at our scenery warehouses of over 10,000 square metres at Alexandria and 6,000 square metres at our 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 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.

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## Position Summary

The Technical Services Coordinator provides administrative support for the Technical Services Department. Duties and responsibilities include daily technical staffing administration tasks, invoice and accounts processing, preparation of expenditure control and financial reports, preparation of seasonal stage roster reports, payroll processing, recruitment admin and general administrative support.

## Reporting Line

Reports to: Business and Operations Manager, Technical Services.

The Technical Services Coordinator is the main liaison within the administration department between the workshops, stores and stage departments. They also need to maintain strong cooperative relations with the wider company and its various departments.

The position works directly with Business and Operations Manager, Technical Services, General Manager – Technical Services, Production Managers, heads of manufacturing and stage department (HODs), and the Logistics Manager.

## Key Accountabilities

### Staff Administration

- Formalise the engagement of new, casual, part time, seasonal and full time staff within the Technical Services Department through preparation and organisation of personnel contracts within approved framework.
- Maintain staff contact files and Technical Rostering staff records in ArtsVision.
- Process casual and seasonal timesheets against rosters for staging and stores staff and prepare payroll transactions, as authorised by the Business and Operations Manager.
- Schedule performance reviews for technical personnel.
- Responsible for the administration of all technical staff travel and accommodation arrangements, awards and allowances.
- Source and coordinate technical staff training requirements.
- Monitor and document all leave entitlements, accruals and payments in collaboration with payroll.
- Maintain and update personnel files, contact lists and spreadsheets.
- Process parking deductions and distribute memos.
- Work with HR to identify training requirements for the Technical department staff.

### Information Systems

- Build and maintain production archive files in ArtsVision and other relevant applications.
- Ensure all production/season related reports are received from HODs in a timely manner, copied to the General Manager – Technical Services and filed.
- Assist with updating and maintaining the show register, container register and production location documents

### Finance

- Monitor, issue and document the use of all cab charges.
- Raise purchase requisitions and purchase orders for the technical administration and Technical Services HODs as required.

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## **Administration Support**

- Liaise between the various technical departments to assist with co-ordination of day to day activities including the co-ordination of meetings and functions for the department.
- Update journals, awards and manuals as required.
- Maintain technical administration information, office information system, etc.
- Organise and coordinate appointments for the General Manager – Technical Services and Business and Operations Manager,
- Coordinate, attend and take minutes for department meetings and distribute meeting documentation.
- Facilitate timely, accurate and comprehensive communications within the Technical department and across the wider company.

## **Production Hires**

- Update and maintain the Production Live List.
- Maintain the Production Hires information page on the Opera Australia website.
- Format Production Hire Info Kits for distribution to potential hirers. [?]
- Respond to all initial hire enquiries and distribute information packs as required.
- Coordinate and prepare all aspects of confirmed production hires including research, negotiation, scheduling, royalty obligations, contracting, formal agreements, staffing requirements and costings, logistics, freight, invoices, and payments in consultation with the Technical Operations Manager.
- Assist Production Managers and Logistics Manager with the production hire logistics from beginning to end including load out, inventory lists, crew requirements, travel arrangements, freight, and customs paperwork as required.

## **Props Hire**

- Assist General Manager – Technical to monitor and oversee the financial accountability of the Props Hire operations.
- Assist Props Hire Manager to maintain online catalogue.

## **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 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. The General Manager – Technical carries the major responsibility for production safety.

## **Scope of the Position**

It is the responsibility of the Technical Services Coordinator to facilitate communication and documentation between Technical Services, Manufacturing and Stage departments, as well as other Company departments.

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## Key Selection Criteria

### Essential

- Relevant tertiary qualification in Arts Management, or equivalent professional experience.
- High level of computer literacy including advanced Microsoft Office (particularly Excel), project management software, and database management skills.
- Minimum of 2 years proven administration experience.
- Minimum of 2 years demonstrated event design and management experience.
- Budget management experience.
- Ability to manage competing priorities.
- Good understanding of OH&S principles and practices.

### Desirable

- Capacity for reading technical drawings and interpreting data.
- Technical drawing ability (AutoCAD or similar).
- Knowledge of technical production.
- Knowledge of opera repertoire.
- Class C Driver's Licence.
- Current First Aid Certificate.

### 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.

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.

<b>Endorsed:</b>	Name: Clif Bothwell Title: General Manager Technical Date: January 2017	<b>Approved:</b>	Name: Mahua Das Title: Human Resources Director Date: January 2017
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