POSITION DESCRIPTION

Position title	Technical Stage Manager – LPA Level 6
Employer	Melbourne International Comedy Festival
Reports to	Production Coordinators, Production Managers, Technical Director
Full time equivalent	Casual as rostered at $39.15 p/h
Inherent physical requirements	An inherent physical requirements profile for this role is enclosed
Position reports	N/A
Contract duration	17 March 2027 – 30 Apr 2027

Melbourne International Comedy Festival

Melbourne International Comedy Festival is one of the world's great comedy festivals and one of Australia's largest and most loved cultural events.

Conceived to promote the comedic arts in Australia, the Melbourne International Comedy Festival has earned its global reputation through creative, eclectic programming. The organisation is active year-round with national and international touring, educational and artistic development programs complementing the presentation of the annual four-week festival.

The Festival values and encourages inventiveness, diligence and respect for all. Melbourne International Comedy Festival staff contribute as a team to the production of the Festival and have the opportunity for input in a variety of areas. An ability to communicate effectively and collaborate in a way that enables efficient and professional delivery of all aspects of the Festival's operations is essential.

Position objectives
The primary responsibility of the Technical Stage Manager is to provide the technical expertise necessary to facilitate the shows in their assigned performance space. There may be other tasks that will need to be undertaken during each shift as directed by the Technical Director.

All Festival staff are responsible for ensuring that the Festival Managed Venues are welcoming and accessible, clean, comfortable and safe. Be aware that as you move around the Festival Managed Venues you will be identified as a staff member because of your accreditation and/or uniform and you will be approached for assistance.

You will be considered to be on duty with regard to responding to the public at all times during your shift while you are in the public areas of the Festival Managed Venues.

The Comedy Festival may from time to time, introduce and require observance of work rules, guidelines, policies, procedures, employee manuals and directives (collectively "Comedy Festival Policies") to ensure the safe and efficient operation of its staff, workplaces and projects. You agree to familiarise yourself with, comply with and be bound by all such Comedy Festival Policies as may exist from time to time.

Key relationships

Internal

- Technical Director, Production Managers, Production Coordinators, Production Assistant
- Precinct Coordinators, Assistant Precinct Coordinators, Roving Tech Support
- Risk Management consultant
- Venues Manager, Deputy Venues Manager, Assistant Venues Manager, Front of House Managers and Ushers
- MICF Producers

External

- Independent artists, producers, managers, presenters and venues
- Contractors and service providers

Key Responsibilities

- Operate lights, sound and any other audio-visual requirements for all events in the performance space and ensure, to the best of your ability, that the venue runs on time and according to the programmed schedule.
- Maintain rooms in accordance with the provided Venue Room Plans and ensure the security of equipment and backstage areas by limiting unauthorised access.
- Attend scheduled Technical Rehearsals and conduct OH&S briefings for artists and producers using the performance space.
- In consultation with the performers and their manager, assist in developing technical show plots and cues for events in the performance space & communicate the latecomers' calls prior to the performances and inform the Front of House Manager.
- Prior to the first public performance and between subsequent performances, check the equipment ensuring that it is safe and operational. Any loss, damage or equipment failure must be reported promptly to the Production Managers.
- Complete the Risk Management Checklists before your first show on opening night. Ensure all conditions of the checklist are maintained throughout the season.
- In consultation with the performers, give clearance to the Front of House Manager to open venue doors to the public, and upon clearance from FOH, start the show.
- Direct turnaround between shows such as the removal of sets, props, with the assistance of the Front of House Manager, Production Coordinators or Roving Technical Support.
- Complete a performance report each night after the final performance is finished and submit this to the Production Coordinator and be responsible for documenting all running sheets and setting lists required to execute the performances

- In the event of a serious incident, it is your responsibility to submit a written report to the Technical Director if requested.
- Follow instruction from Production Managers, Production Coordinators & Risk Management Consultant.
- In the event of an evacuation, the FOH manager will act as Festival Warden for your venue.

  The Stage Managers will act as Deputy Festival Warden, and will assist the Festival Warden by ensuring yourself and all performers follow the directions given.
- Sign on & off to each shift through the electronic system as requested by MICF and make sure variations are noted at the conclusion of each shift. It is your responsibility to ensure that your roster record is completed correctly in the electronic system and is approved by the Precinct Coordinator at the end of each night. This can be completed through a smart phone device.

WHS Responsibilities

In the context of Workplace Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce

Personal attributes and desired experience

- Sound knowledge of basic lighting, sound & AV equipment.
- Excellent personal presentation, and proven high standard of oral and written communication skills.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Ability to deal with variety of stakeholders.
- Willingness to take direction and work as part of a team.
- Willingness to work in a festival cycle that involves work outside standard business hours.
- Patience, energy and a sense of humour.

INHERENT PHYSICAL REQUIREMENTS

Position Profile
Position: Technical Stage Manager
Primary Actions: Administration, office/workstation/venue-based tasks, long hours on feet Secondary Actions: Manual handling – low to medium frequency and volume
Additional notes (varies depending on position): Stakeholder communication and support, screen-based activities, travelling to multiple venues

Action	Never	Occasional	Frequent	Continually
Sitting			X	
Standing			X	
Walking			X	
Steps or stairs (MICF office and venues)			X	
Squatting or kneeling			X	
Bending or twisting			X	
Working with hands above shoulder height, reaching forwards or sideways			X	
Gripping or grabbing			X	
Fine hand coordination (computer typing)			X	
Eye coordination (computer screen)			X	
Lifting floor to waist, waist to height			X	
Lifting above shoulder height			X	
Carrying			X	
Pushing or Pulling			X	
Shift Work/Long hours			X	
Driving (as part of position)		X		

Risk Management	Description
Training	Adequate training for appropriate lifting techniques
Resources	Information on posture, breaks and exercises
Trolley	To transport medium to heavy items
Portable step ladders	To access shelves above shoulder height
Staff support	Recruit team members to assist maneuvering an object
Ergonomic support	Options for ergonomic furniture if appropriate