Southern Stars – Stage Manager 2023

| EOI | Position |
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| **Title** | Stage Manager – Southern Stars 2023 |
| **Description** | Expressions of interest are invited for the voluntary position of Design Team for Southern Stars 2023.  |

Southern Stars is an annual arena spectacular held in the WIN Entertainment Centre, Wollongong with audiences of 12,000 each year. Open to all NSW public school students, it is a powerful, inspiring and energetic show featuring vocalists, dancers, circus performances, drama students and a mass choir to a live orchestra.

Since 2001, more than 50,000 public school students have been given the unforgettable opportunity to experience performing in the event. Southern Stars has cemented itself as a highlight in many schools’ annual calendar.

Staff involved give freely of their time in a **voluntary capacity.** Staff relief is paid for days when the successful candidate is required to attend rehearsals and show week. The majority of the rehearsals take place on the weekend and school holidays. Show week would require four days commitment and school holidays and weekend rehearsals approximately 20 days.

The event takes place in Wollongong although members of the current team reside all of NSW. Meetings currently take place online, with rehearsals based in Wollongong.

Southern Stars 2023 will commence the creative process shortly. The successful candidate would be required to commit until August 2023. The Stage Manager may have the option to renew their position in 2024.

**Role Description**

Stage Manager as required:

* Work closely with the Creative Director, Dance Director and Musical Director
* Coordinate Tech Sheets in conjunction with Dance Director and Choreographers
* Collate the Plot Book in consultation with the Director and Technical Producer and ensure Plot Books are referred to by production crew and communicate limitations prior to major rehearsals
* Knowledge of timecode
* Run the First Combined Dance rehearsal
* Organise in conjunction with the Creative Director, Dance Director and Operations Manager show week schedule
* Attend dress rehearsal to finalise plot book
* Organise plot book printing and delivery
* Note all stage directions and sound effects
* Ensure props are stored in a safe area and ensure OH&W requirements
* Call cast to stage
* Organise safe and swift movement changes
* Coordinate and manage stage management teams including all holding rooms, tunnels, props and backstage crews
* Coordinate and establish stage management roles and responsibilities from backstage crews and tunnel management
* Call the show during technical rehearsals in conjunction with show caller
* Liaise with VET student coordinator

**Essential Criteria**

* Teaching qualifications and/or recent school or performance-based experience.
* Demonstrated understanding of large scale productions and expertise in one or more areas of the production.
* Excellent interpersonal, communication and organisational skills.
* Demonstrated willingness to work collaboratively with the Southern Stars Team.
* Ability to work outside regular school hours and attend creative and production team meetings, auditions, weekend rehearsals, mass rehearsals and show week as required.

**To Apply**

Attach a maximum of one additional page addressing the selection criteria and email to Sharon Buikstra, Operations Manager, Southern Stars, at southern.stars@det.nsw.edu.au by **4.00 pm, Friday 22 October 2022**

One of the referees listed must be the applicant’s current principal or supervisor for non-school based teaching staff.

| More information\* | Response |
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| **Related link** | [Southern Stars - The Arena Spectacular](https://www.southernstarsarenaspectacular.com/)  |
| **Page or document title** | Southern Stars website |
| **Contact name or team name** | Sharon Buikstra  |
| **Contact email address** | Southern.stars@det.nsw.edu.au |
| **Contact phone number** | 0419 402 033 |