BELL SHAKESPEARE

JOB DESCRIPTION
Head Mechanist

Season Type: Main Stage, interstate touring

Summary of purpose:

- To provide support to The Bell Shakespeare Company in a range of technical aspects including but not limited to the manufacture, freight, installation and storage of staging and scenery elements.
- To provide support and advice to the Production Manager in the planning, maintenance and performance of productions relating to staging and scenery elements.
- To participate as part of a team, specifically performing a leadership role, ensuring the delivery of performances and installation of staging and scenery elements in a range of venues across Australia.
- Uphold the artistic intentions of the stage design within the available resources and venue facilities.

Reporting and working relationships:

- The Head Mechanist reports directly to the Production Manager
- The Head Mechanist will work closely with the Production Management team, other Head of Department personnel and the Stage Management team.

Responsibilities / Duties:

- Undertake a Bell Shakespeare Production Induction on the first day of work including the Company's Work Place Health & Safety Policy.
- Ensure a safe and healthy work environment for crew and cast, communicating any concerns, incidents or accidents directly to the Stage Manager or Company.
- Participate in the creation, delivery and upkeep of WHS documentation for the production in consultation with the Production Manager. This will include Risk Assessments, Safe Work Statements, Material Data Sheets and Hazardous Substance Register.
- Assess the set & scenic requirements of the production and where appropriate arrange for the hire or manufacture of any equipment on approval by the Production Manager.
- In conjunction with the Production Manager ensure that all hires and builds fit within the confines of the production budgets.
- Provide advice and feedback on technical aspects of the production, including but not limited to costings, construction, rigging, and WHS.

- Assist in the planning of productions including but not limited to scheduling, transport and maintenance in preparation for touring.
- Source, update and interpret venue plans and specifications in coordination with the Head of Lighting, Head of Audio and Technical Coordinator as well as provide detailed information and advice regarding both venues and/or specific production issues.
- In conjunction with other members of the production team re-draw plans for all tour venues, maintaining the artistic integrity of the original design within the confines of the time and space available.
- Provide all staging information, including but not limited to, plan, line allocations, estimated weights and lists of rigging equipment required for each venue no less than two weeks prior to bump in.
- Attend production meetings, design presentations and any other meetings relating to the production.
- As required coordinate and assist with the delivery of set elements and set changes during rehearsals to ensure the smooth and safe running of all set elements.
- To direct and supervise rigging components within the limitations of specific licensing and/or competencies including but not limited to the specification and design of rigging systems, use of truss, suspension systems and mechanical lifting equipment.
- Liaise with other Department Heads providing plans and line information with regard to each venue on the tour schedule.
- Tour with the production as required.
- To deliver and uphold the artistic integrity of the production to the standards and expectations of the original design as briefed by the Set Designer at the commencement of the tour.
- When contracted for the role of Show Mechanist for the season coordinate any maintenance and set and operate staging elements for each performance. This includes reporting back on any issues and/or maintenance requirements during the season.
- Supervise and coordinate all Bell Shakespeare and venue mechanists and flyman throughout the production process.
- Ensure that the setup, performance and pull down is done in an effective and safe manner, including supervising the work practices of all mechanist and/or flymen.
- Maintain items of stock, including but not limited to company tools and equipment, for re use and ensure they are stored in an ordered manner. Where required undertake or arrange for the maintenance and or repair of equipment.
- Develop and maintain appropriate documentation regarding the setting, running and maintenance of set elements for the performance.

- Ensure that all set elements are available and set correctly for all rehearsals and performances within the production week, including Previews and Opening Nights. When contracted for the role of Show Mechanist this also extends to all performances and rehearsals within the season.
- Coordinate and assist as required the set changes during rehearsals to ensure the smooth and safe running of set elements.
- Coordinate and manage the load and unload of trucks transporting production elements including confirmation of delivery times, venue access and tracking.
- At the conclusion of the tour prepare documentation for archiving and coordinate the return of all scenery elements to the store. Where items were lent or hired, coordinate returns to the appropriate company or person.
- Attend a production debrief at the conclusion of the tour and contract
- Provide other duties and support to Bell Shakespeare as related to the staging elements of a production as required from time to time.