

Position Description

Head Mechanist

**BELL
SHAKESPEARE**

Reports to:	Head of Production	PD Classification:	LPA Level 7
Team:	Production Team – Mechanist	Status:	Seasonal
Salary:		Effective Dates:	

Role Purpose

The Head Mechanist is responsible for providing support to the Bell Shakespeare stage productions in a range of technical aspects including but not limited to the manufacture, freight, installation, operation and storage of staging and scenery elements.

The Head Mechanist will provide support and advice to the Production Manager in the planning, maintenance and performance of productions relating to staging and scenery elements.

The Head Mechanist will 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.

The Head Mechanist will uphold the artistic intentions of the stage design within the available resources and venue facilities.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. .

Significant Working Relationships

Reports to:

- Head of Production
- Production Manager,

Other Key Relationships (internal):

- Production Management team
- Design Team
- Touring Head of Lighting
- Stage Management Team

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THEATRE**

Key Result Areas

Key Result Area: 1. Planning	
<i>Key Tasks</i> <ul style="list-style-type: none">• Assist in the planning of productions including but not limited to scheduling, transport and maintenance in preparation for touring.• 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.• 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• 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.• When required 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.• 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• Provide advice and feedback on technical aspects of the production, including but not limited to costings, construction, rigging, and WHS• Provide all staging information, including but not limited to a scaled stage plan, line allocations, estimated weights and lists of rigging equipment required for each venue no less than two weeks prior to bump in.	
Key Result Area: 2. Touring	
<i>Key Tasks</i> <ul style="list-style-type: none">• Transfer the Production from Veune to venue.• 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.• Maintain set and when necessary operate staging elements for each performance as required. This includes reporting any issues or maintenance requirements during the season.• Supervise and coordinate all Bell Shakespeare and venue mechanists and flyman throughout the production process.• Assist with props maintenance or where necessary work with the Assistant Stage Manager to coordinate appropriate repairs or replacements.• Prior to the first technical rehearsal in each venue undertake a Stage Induction with the cast and crew, specifically identifying staging detail and any potential hazards.• Ensure that the bump-in, performance and bump-out is carried out in an effective and safe manner including the work practices of all mechanist and flyman under your direct supervision.• 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 staging elements for the performance.• Ensure that all set elements are available and set correctly for rehearsals and the initial performance at each venue.	

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- Coordinate and manage the load and unload of trucks transporting production elements including confirmation of delivery times, venue access and tracking.

Key Result Area:

3. Post Production

Key Tasks

- 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 your contract.

Key Result Area:

4. General

Key Tasks

- Provide other duties and support to Bell Shakespeare as related to the staging elements of a production as required from time to time.

Performance Criteria

- Successfully deliver touring productions nationally
- Delivery of production within allocated budgets
- Encourage strong professional relationships within touring team to support production activity
- High level of stakeholder satisfaction and engagement
- Appropriate statutory compliance including WH&S, Award conditions and regulatory and legislative commitments
- Enable clear and open interdepartmental communication to enable touring and organisational planning

Authority / Discretionary Limits

- Direction of venue staff
- Authority to use and allocate use of the company vehicle

Position Attributes

- Minimum of five years industry experience in theatrical production
- Minimum of 3 years experience with touring productions ideally Regional Touring
- Knowledge and experience in theatre production techniques
- Ability to create and interpret technical drawings using Cad(vectorworks) software
- An understanding of the artistic process and the ability to work with creative teams
- Proven ability to work in a team environment whilst also able to work autonomously
- Flexible attitude to duties, responsibilities and working hours within the skill set of the position
- High level computer skills, particularly using spreadsheets and word processing software
- Excellent problem solving and communication skills
- Ability to keep detailed written and electronic records
- Be able to Tour for extended lengths of time
- Must hold a current driver's licence
- Be an Australian Citizen or hold permanent residency

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- Dogging and/or Riggers Certification