

# BELVOIR



## STAGING AND CONSTRUCTION ASSISTANT Information Pack

January 2016



Eryn Jean Norvill, Fayssal Bazzi, Mitchell Butel, Greg Stone, Zahra Newman and Robert Menzies. Photo: Lisa Tomasetti.

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## **Overview**

**Job Profile:** The Staging & Construction Assistant is responsible for supporting and assisting with all physical set elements and effects for Belvoir's produced, presented or supported shows. These shows may be touring works or works within Belvoir venues. When demand requires, there may also be scope to assist on builds for external parties.

The Staging & Construction Assistant reports to the Head of Construction and works closely with other members of the Workshop and Production team, Stage Management and the Creative Teams of assigned productions.

**Hours of work** 40 hours per week, hours to be discussed.

**Package:** 10% employer contribution to superannuation.  
20 days annual leave per annum, with 17.5% leave loading payable in addition after 12 months.  
10 days personal leave per annum.

**Reporting to:** Head of Construction

**Reports:** NA

**Salary:** To be negotiated based on level of experience and skills.

**Application:** Please submit a CV and cover letter (no more than 2 pages) that addresses the selection criteria and includes the contact details of two referees to [admin@belvoir.com.au](mailto:admin@belvoir.com.au) by 6pm, Friday 12 February 2016.



Luke Mullins and Paula Arundell. Photo: Heidrun Lohr.

## Job Description

The Staging & Construction Assistant will be responsible for:

1. Assisting in set construction and prop builds in accordance with the artistic goals of the creative team, as directed by the Head of Construction;
2. Managing the staging elements of Belvoir bump outs including the subsequent storage or disposal of staging elements;
3. Building and installing rehearsal sets for Belvoir productions;
4. Addressing repair and maintenance needs on local and touring productions as identified;
5. As directed by the Head of Construction, ensuring the safe and efficient management of the Belvoir workshop and its staff/contractors, in accordance with WH&S requirements;
6. Along with the other members of the Production department and the IT & Operations Manager, coordinate occasional maintenance tasks as they relate to equipment and infrastructure at the workshop;
7. Ordering and picking up construction materials, equipment and other workshop supplies when required;
8. Other ad hoc duties as required.

## Selection Criteria

### **Essential**

- Proven general carpentry, construction and metalwork skills;
- Experience in using power tools;
- An understanding of construction plans;
- Sound understanding of WHS policies, as applicable;
- Mechanist expertise and ability to problem-solve;
- Demonstrated ability to work independently and as part of a team;
- Proven ability to work in a dynamic environment, with competing priorities;
- Experience working with a diverse group of stakeholders;
- Excellent written and communication skills;
- High standard of attention to detail and 'follow-through';
- Sound understanding of Microsoft Office Suite, including Word and Excel;
- A valid driver's license.

### **Desirable:**

- Experience in construction within an arts or events organisation will be highly regarded;
- Experience with Risk Assessments and Safe Work Method Statements;
- Experience using AutoCAD for construction and ground plans;
- Experience in theatre bump-ins/bump-outs.

### **Personal**

- An interest in set construction;
- An interest in and sensitivity to actors, artists and the creative process;
- Effective time management and an ability to plan and juggle an often-heavy workload;
- Physical fitness required to load and unload trucks safely.



## Company Information

When the Nimrod Theatre building in Belvoir Street, Surry Hills, was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals – formed a syndicate to buy the building and save this unique performance space in inner-city Sydney.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Geoffrey Rush, Cate Blanchett, Jacqui McKenzie, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarkis, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Belvoir Artistic Director Neil Armfield.



Miranda Tapsell. Photo: Brett Boardman

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *The Wild Duck*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *The Book of Everything*, *Cloudstreet*, *Keating!*, *Parramatta Girls*, *Exit the King*, *The Alchemist*, *Hamlet*, *Waiting for Godot*, *The Sapphires*, *Who's Afraid of Virginia Woolf?*, *Stuff Happens* and *Medea*.



Xavier Samuel and Andrea Demetriades. Photo: Brett Boardman.

2016 is a particularly exciting time in Belvoir's history as Eamon Flack begins his tenure as the company's third Artistic Director. Best known for his sold-out production of *The Glass Menagerie* in 2014 and for his 2013 Helpmann Award-winning production of *Angels in America*, Eamon Flack is widely regarded as one of Australia's leading theatre directors.