



## STAGE MANAGER INFORMATION PACK

MARCH 2026



*The Master and Margarita*, 2023. Photo: Brett Boardman

## OVERVIEW

**Job Profile:** Belvoir is looking for an experienced Stage Manager to join an established Australian touring production in 2026, with a potential international touring production in 2027 (February - August 2027 - TBC).

This initial 3-month contract position begins in June and concludes in September 2026. The Stage Manager is directly responsible for the day-to-day planning, running of rehearsals, supervising transfers, and overseeing weekly schedule of performances.

We are particularly interested in hearing from candidates with a minimum of 8-years touring experience of mainstage work (play, musical, special events) who have held a supervisory position managing teams with up to three team members. International touring experience is of benefit.

**Hours:** Full-time (50 hours per week)

**Salary:** Available on request

**Package:** Employer contribution to superannuation as per the Australian superannuation guarantee  
20 days annual leave per annum accrued pro rata.  
10 days sick leave per annum pro rata

**Reporting to:** The position reports to the Head of Production

**Deadline:** **Monday 30 March, 5pm.**

**Starting:** June 2026

**To Apply:** Please provide a CV  
Include the names and daytime contacts of two referees.

**Forward to:** Tristan Ellis-Windsor, Head of Production  
18 Belvoir St, Surry Hills, NSW 2010  
Or [jobs@belvoir.com.au](mailto:jobs@belvoir.com.au)



*Blue*, 2023. Photo: Joseph Mayers

## **KEY RESPONSIBILITIES**

### **Pre-Production & Planning**

- Complete all pre-production duties as outlined but not limited to those in Belvoir's Stage Management Handbook; Coordinate the day-to-day planning and running of rehearsals and performances and distribute weekly rehearsal schedules and a cast production schedule;
- Develop a comprehensive prompt script and collate all relevant show documentation in consultation with the Head of Production. Stage Management documentation is to be uploaded onto the Belvoir Production server no later than 48hrs following the conclusion of the season;

### **Rehearsal & Performance Coordination**

- Coordinate the day-to-day planning and running of rehearsals and performances and distribute weekly rehearsal schedules and a cast production schedule;
- Oversee all performer calls including rehearsal times, costume fittings and publicity calls to ensure they are scheduled in accordance with the Live Performance Award;

### **Communication & Reporting**

- Maintain a high level of communication with the cast, creative team and Belvoir staff for the duration of the contract;
- Report the needs of the production through daily Rehearsal and Performance Reports, completing these reports as soon as practicable and ensuring that a copy is distributed to all relevant parties as outlined in the Stage Management Handbook;
- Liaise with the Head of Production and Production Manager regarding any matters arising from rehearsals or performances;

### **Team Leadership & Supervision**

- Manage the Stage Manager, ensuring they take appropriate breaks and do not undertake unscheduled or unapproved overtime, and facilitate a mentoring role where appropriate;

- Oversee the Stage Manager's maintenance and cleaning of all set, prop and costume items and assist in distributing the workload;

### **Workplace Health & Safety (WHS)**

- Maintain a Rehearsal Risk Assessment throughout the rehearsal period;
- Maintain WHS standards and management procedures for all nominated risks within the rehearsal room and theatre in consultation with the Head of Production and Production Manager;
- The Stage Manager shall establish and maintain a thorough working knowledge of Belvoir's Workplace Health & Safety Manual as well as the Employee WHS Induction booklet, and shall practice all WHS requirements and procedures. The Stage Manager shall:
  - follow and promote safe work practices and utilise safety equipment provided;
  - take care to ensure personal safety and the safety of others;
  - be aware of key WHS personnel including fire wardens and first-aid certificate holders;
  - be aware of the location and use of WHS related items including emergency and first-aid equipment;
  - participate where possible in WHS workplace consultation and education.

### **Administrative & Production Support**

- Perform other Stage Management duties as agreed and as directed by the Head of Production, for example but not limited to assisting in the management of the Rehearsal Room event, Sunday Briefing and Artist Talk.

## **SELECTION CRITERIA**

### **Aptitudes/Abilities/Skills**

- Communicates clearly and professionally
- Enjoys being part of a collaborative team environment
- Is proactive and able to anticipate needs of diverse teams
- Is calm, discreet and highly organised
- Company Management experience would also be beneficial

### **Knowledge**

- Has a least 8-years' experience in Stage Management in a supervisory role (play, musical, special events)
- Has domestic touring experience of mainstage work. International touring would be favourable.



*Miss Peony, 2023. Photo: Joseph Mayers*

## ABOUT US

### Company Information

When the Nimrod Theatre building 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 the theatre. Forty years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone and former Artistic Director Neil Armfield.

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*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. Other income is derived from box office, development, and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors and co-CEOs are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: [www.belvoir.com.au](http://www.belvoir.com.au)