



WEST AUSTRALIAN
BALLET

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Duty Statement

POSITION:	Head Mechanist
REPORT TO:	<ul style="list-style-type: none">• Production Manager• Stage Manager (in season)
DIRECT REPORTS:	<ul style="list-style-type: none">• Casual Mechanists, Props Makers and Scenic Artists
HOURS OF WORK:	<ul style="list-style-type: none">• 38 hours per week, plus reasonable additional hours.• Ordinary hours: 9.00am – 5.30pm (inc 1 hour lunch break)• During season flexibility and full availability will be required according to production schedules as determined by the Technical Director.

WEST AUSTRALIAN BALLET

West Australian Ballet (based at West Australian Ballet Centre in Maylands) is the State's flagship dance company, performing a dynamic and extensive series of classical and contemporary dance works in Perth, regional Australia and internationally. Our vision is to be recognized for exceptional ballet experiences and leadership within our communities, locally and globally and we are driven by our purpose to enrich people's lives through dance.

POSITION OVERVIEW

The Head Mechanist will demonstrate a commitment to the mission of West Australian Ballet: "To enrich people's lives through dance" and always demonstrate behavior consistent with the values of West Australian Ballet: "Inclusivity, Excellence, Innovation and Integrity", as outlined in the Strategic Plan.

The Head Mechanist is responsible for the effective operation of the WAB's Mechanical (Mech) Department for all WAB on-stage and back-of-house production activities and the management WAB's Production Store and Workshop. This includes the successful day-to-day operations of all WAB stage activities including the technical planning for all WAB productions, supervision of casual production staff and a high standard of maintenance and inventory management of theatre equipment and consumables, including storage.

The Head Mechanist is responsible for the highest standards of OHS compliance, including the safe operation of theatre plant and equipment in all areas of their responsibility.

KEY WORKING RELATIONSHIPS

- The position reports to the Production Manager as a member of the Technical Department.
- The position works closely with Production Set Designers, Production Stage Manager, Operations Manager and Rehearsal Directors.
- Develops excellent relationships with key stakeholders including all members of the WAB Technical Team, venue technical management, venue mechanist and flying teams, WAB appointed set builders and external suppliers.
- External stakeholders such as venues, suppliers, and contractors.

KEY ACCOUNTABILITIES AND FUNCTIONS

1. Casual Staff Management

Source and manage casual Mech staff for the preparation, bump in, production and bump out of all WAB productions within the WAB's budget and timeframe.

2. Administration

In conjunction with the Production Stage Manager, develop and deliver all technical running documentation for the Mech Department for all productions currently in repertoire with WAB.

3. Buildings and Stores Supervision

Liaise with the Operations Manager to supervise the operation and upkeep of the WAB store and workshop in Bassendean.

4. Repertoire

Ensure that past productions are adequately maintained and documented for remounting or hiring purposes.

5. Health and Safety

Ensure that the company's Mechanical operations are carried out within or exceeding current Australian Health and Safety regulations.

SPECIFIC DUTIES

General Duties

- Coordinate the WA Ballet Mechanical Department, Stores and Workshop.
- In conjunction with the WAB Floor Technician, ensure that all WAB dance floors are maintained correctly prior to, during and after a season.
- Setup and run smaller events or activities from time to time as requested by the Technical Director.
- Recruit casual staff for various WAB activities and oversee their work.
- Ensure the safe and efficient operation of all WAB sets and stage machinery.
- Working to budget and timelines as set by the Technical Director
- With the Technical Director's approval, oversee and coordinate all Mechanical hire items on behalf of WA Ballet ensuring that items are handled promptly and efficiently, logged, are safe for hire and billing information passed to the Operations Manager
- Ongoing maintenance and inventory management of theatre equipment, staging, rigging equipment and consumable theatre stock, arranging periodic inspections and repairs as required.
- Maintain all consumable stock for the Store and Workshop
- Maintain documentation for the Mech workshop equipment and assets.
- Ensure that the store and workshop are operated as per the WAB Workshop Manual and associated laws, regulations and codes of practice.
- Safe operation of mechanical winches and counterweighted flying systems.
- Safe operation of power and hand tools, mobile equipment including hand trolleys and pallet trucks, forklifts, overhead cranes, elevated work platforms and winch operation, in accordance with current OH&S regulations and standards.
- Ensuring thorough familiarity with, and understanding of, current OH&S legislation, regulations, and standards as they apply to this role, including ongoing research to stay up to date.
- Understanding and implementation of safe work practices within the remit of the role.
- Training and supervision of casual staff to ensure compliance to OH&S legislation and standards, and a general high standard of safe work practices.

- Maintain and inspect all workshop and store equipment within Australian Health and Safety Regulations.
- Other duties as reasonably required.

Preproduction

- Act as the WAB Head Mechanist for all performance seasons under the supervision of the Production Stage Manager
- Assist and advise in Mechanical planning for all WAB seasons, including touring. This includes, but is not limited to, sets, rigging, flying and props.
- Develop, implement, and maintain all running documentation for the mech department for all WAB productions in conjunction with the Production Stage Manager.
- In conjunction with the Production Manager, set timeframes and organise logistical movements around pre, post and future production requirements.
- In conjunction with the Production Manager ensure that the movement of productions in to and out of the WAB store and workshop is as efficient as possible and results in a smooth operation.
- In conjunction with the Production Manager, assist with the preparation of risk assessment documents for all productions.
- Occasionally construct small items of scenery, properties, or storage crates for productions, or for general use including provision of staging/rigging solutions for desired stage effects.
- Planning and supervising rigging equipment and methods
- Review and participate in preparation of pre-production documentation and meetings to ensure a smooth transition into the theatre, including attending production meetings as required.
- Consult with the Technical Director, Production Manager and the Production Creative Team throughout the design and build process, including the appointed build company to ensure safe construction and use for all external builds.

Production

- Initiate, plan and manage bump ins and bump outs in all venues where WAB performs, including regional, national and international touring.
- Act as the Head Mechanist for all WAB seasons, under the supervision of the Production Stage Manager
- Oversee the day-to-day stage activities whenever and wherever WA Ballet is in season.
- Assist, when practical, other members of staff with manual tasks relating to the day to day running of the company.
- Provision of mechanical operation as required during performance.

ESSENTIAL SELECTION CRITERIA

- Candidates must possess a tertiary qualification in Stagecraft for theatre or possess significant high level industry experience.
- Excellent written, verbal and people management skills.
- Rigging ticket.
- Hold, or can obtain, a current forklift licence.
- Hold, or can obtain, a current EWP license.
- Current Drivers Licence (No Restrictions)

DESIRABLE SELECTION CRITERIA

- A knowledge of the Western Australian performing arts environment.
- Experience with the Vectorworks CAD program or other CAD software.
- Hold a current Medium Rigid Driving License up to 8 tonne
- Advanced rigging ticket