



## **POSITION DESCRIPTION**

### **Indigenous Production Trainee**

#### **Company Profile**

Bangarra is Australia's leading Aboriginal and Torres Strait Islander performing arts company, widely acclaimed nationally and around the world for its powerful dancing, distinctive theatrical voice and utterly unique soundscapes, music and design.

Each year the Company shares its performances, stories and spirit with over 50,000 people on Country and in theatres in capital cities, regional centres and international locations. Their beautiful new home on the water in the arts precinct at Walsh Bay is the perfect location for Bangarra to build on its legacy of the past 32 years. In 2021, the Company will produce three major productions. This is an exciting time to join the team to contribute to these ambitious projects coming to life.

#### **Position Description**

The Production Trainee reports directly to the Director, Technical and Production. They will assist in the documentation, organisation and smooth running of Bangarra rehearsals, performances and other events as required.

The Production Trainee will also assist with the maintenance and storage of props and costumes and will give general assistance to the Production Department.

As part of their on-the-job training, the production trainee will have the opportunity to work in areas including technical production, stage management, lighting, sound, staging and rigging. There is also potential to undertake a Certificate III in Live Production & Services through TAFE.

#### **Areas of Responsibility**

##### 1. Performance: Tours/ Repertoire/ New Works.

The Production Trainee will assist Stage Management in all production aspects of Bangarra performances and associated rehearsals, including (but not limited to) the following:

- 1.1. Formation of prop lists, costume inventories and running sheets associated with Bangarra productions.
- 1.2. Assisting in the smooth running and recording of all rehearsals, in both studio and theatres.
- 1.3. Assisting in the recording of all Bangarra performances for archival purposes.
- 1.4. Maintaining all of the Company's first aid requirements.
- 1.5. When required, ensure maintenance, cleaning and laundering of costumes associated with Bangarra productions.
- 1.6. Sourcing and/or collecting of props and equipment needed for Bangarra rehearsals and performances.
- 1.7. Other duties as required.

## 2. Venue

- 2.1. Assist in the safe storage and maintenance of Bangarra sets; props; costumes and equipment relating to Bangarra shows.
- 2.2. Assist in the safe storage of Bangarra's soundtracks and archival performance and rehearsal videos.

## 3. Venue management

- 3.1. Assist as required in the coordination of the use of Bangarra premises by outside hirers.

## **Skills & Experience**

- Good verbal & written communication skills.
- Administration skills with experience using Microsoft Office (or equivalent).
- An interest in operating and installing live sound & vision systems, lighting and staging systems.
- A keen interest in performing arts, especially dance.
- An open, positive attitude and a willingness to contribute to a vibrant workplace.