

### Application information

This application information and form is for anyone wishing to be involved in one of the following areas (Role statements are provided below);

- Stage management team

You will be asked to provide a supporting statement (no more than 250 words) outlining your skills and experience.

Those applying for a dance choreographer or drama assistant position will also need to upload a video showcasing their work.

All applicants will need to provide the name and contact details (email and phone number) of 2 referees. You also must have your principals permissions to apply.

Please complete the [Involvement in Star Struck EOI](#) by Monday 8 April 2024

### General

Anyone working on Star Struck must have a valid Working with Children Check

Relief is provided as required and as needed for show week and item rehearsals held during school hours.

### Stage Management Team

#### Roles and Responsibilities for stage management team

##### Assistant stage manager

- Work with Stage manager to plan and coordinate all production aspects of the show.
- Assist the stage manager in administrative tasks associated with production.
- Assist with all production elements of the show
- Assist with jobs associate with bump in and out
- Attend rehearsals as needed
- Attend show week.

##### Student team coordinator

- Attend and run student team meetings
- Allocate roles
- Bump in and out with students (Tuesday & Saturday night)
- Supervise students throughout the show
- Sign off paperwork – insurance and work placement hours

##### Featured dance and drama ensemble coordinator / supervisor

- Work with Dance/Drama Director, Assistant Dance/Drama Directors and featured dance/drama choreographers to understand the requirements of the featured dance and drama students
- Assist in costume ordering for featured dance and drama
- Assist in administrative tasks associated with featured dance and drama
- Attend rehearsals as needed
- Attend show week
- Provide duty of care for featured dance/drama students at rehearsals and performances.
- Coordinate quick changes as needed

##### Arena Floor

- Undertake all tasks involved with the installation and removal of the arena floor tarket.

- Mark out floor space for schools in the holding areas
- Move items from BHP storeroom to NEC as needed
- Set up tunnels
- Put up information signage in Tunnel 1 & 4 for rehearsals
- Mark out NEC for rehearsal seating areas

### **Marshalling Area**

- Marshall students in designated marshalling area after they have been called.
- Ensure students are ready and sent to tunnels on time.

### **Props and Staging**

- Assist in the organisation of the props required for show
- Assist in the building and /or sourcing of props
- Work within the props team throughout rehearsals and show
- Bump in and out props for show

### **Tunnels**

- Coordinate tunnel leaders
- Assist with marking of tunnels for clear entrance & exits
- Work with and supervise VET students allocated to tunnel
- Monitor schools for each item in tunnel
- Check schools are in tunnel
- Safe entrance and exit to floor
- Liaise with props team
- Use communication system throughout the rehearsal and show
- Finale stacking organisation in tunnel
- Assist with bumping out Tarkett after final show

### **Holding Areas**

- Assist schools and teachers where needed within the holding areas.
- Organise and keep holding areas clean and tidy
- Ensure all signs and necessary documentation is displayed.
- Ensure students stay in designated areas during the show
- Ensure students are kept within the holding areas until given the all clear to release at the end of the show.
- Organise appropriate spaces for each school within the holding areas
- Monitor the appropriate use of dressing spaces; allocate if required

### **Holding Area Announcer**

- Assist with teacher sign on and off
- Communicate instructions to students and teachers in holding areas
- Call schools and groups to the marshalling area within the holding areas.
- Ensure schools and groups are called and sent to their tunnels in a timely manner
- Provide a warm and fun environment within the holding areas for teachers and students
- Ensure there is always adult supervision/security at the entry and exit of the holding area
- Assist with end of show dismissal procedures.

### **If Successful**

If successful you will be required to attend the meetings, rehearsals and performances. Please see the calendar attached for key dates. All dates will be confirmed upon successful acceptance into the team.

Any questions please contact Casey Horner, Star Struck Operations Manager, via [starstruck@det.nsw.edu.au](mailto:starstruck@det.nsw.edu.au) or on 0414443948.