



## THE HOUSE

At the Sydney Opera House you will be surrounded by supportive and hardworking teams who are filled with passion and creativity. You will be inspired to create value in everything you do and will be provided with opportunities to grow and achieve while making a positive contribution to our community.

For further information about these three positions and a link to apply, click on the position **WEB LINK** buttons below.

## Staging Operator Production & Events

**Job Status:** Casual

**Salary:** Base wage of \$27.85 per hour, plus 9.5% super, plus 23.3% casual loading.

### YOUR NEW ROLE

This position works as part of a team, providing staging technical services to presenters that meet SOH standards. This position works with clients to support and deliver events and productions, maintaining high quality customer service. The role contributes to the maintenance and security of technical equipment, venues and upholds WHS standards.

Further detailed information about the role and its requirements can be obtained from the role description.

### ARE YOU THE ONE?

We are looking for someone with:

- Knowledge and experience (at least 1 year) working in a live theatre or event environment.
- Demonstrated general technical understanding, skills and experience in staging and of the requirements of live theatre and the performing arts industry.
- Basic hand and power tool skills and experience are desirable for the position.
- Current drivers license (Class C) and forklift licence are desirable for the position.
- Physical fitness, agility and ability to work at heights. Ability and commitment to work on a rotating shift basis.
- Demonstrated ability to work cooperatively within teams and across multiple disciplines to ensure completion of work.
- Good communication skills and well-developed interpersonal skills.
- Commitment to abide by Opera House policies, particularly WHS procedures, including manual handling techniques.
- Demonstrated knowledge and application of computer related technology.

**WEB  
LINK**

## Programming Coordinator Programming

**Salary:** Base salary of \$62,396 per annum, plus 9.5% superannuation contributions

### YOUR NEW ROLE

SOH Presents (SOHP) is the Opera House's internal programming department, producing over 150 different events each year across the genres of Contemporary Music, Talks & Ideas, Children Families & Creative Learning, Contemporary Performance, dance, classical music, and First Nations Programming. This position works across all art forms and is responsible for providing a range of support to ensure the efficient delivery of SOHP festivals and artistic programs, including artist liaison, planning and scheduling, logistics, and administration.

### ARE YOU THE ONE?

We are looking for someone with:

- A passion for and experience in the performing arts, preferably in an arts company environment working in an administrative or logistics support role.
- Experience working directly with artists.
- Strong communication and interpersonal skills, both with internal and external stakeholders; plus a 'customer first' approach to all tasks and situations.
- Highly developed and demonstrated attention to detail when undertaking all tasks.
- Ability to remain calm under pressure and work in a fast-paced, challenging arts venue environment
- Demonstrated experience and competence in the provision of high-level administrative and operational support in a busy, demanding environment
- Ability to apply procurement policies and an understanding of budgeting and financial management
- Highly developed organisational and time management skills, with the ability to work both independently and within a team environment.

- Advanced skills in Microsoft Office required; experience using database and event management software highly regarded.
- Prior experience in production, stage management, travel and logistics, and/or artist liaison roles highly regarded.

**WEB  
LINK**

## Recruitment Advisor People & Development

**Job Status:** Full-time, Ongoing

**Salary:** Base salary of \$74,354 per annum, plus 9.5% superannuation contributions

### YOUR NEW ROLE

This is a fantastic opportunity for someone to own the recruitment function; you will manage ongoing end to end recruitment campaigns and will also have the autonomy to use your initiative and experience to take our recruitment processes to the next level. This position is responsible for coordinating a range of standard processes to ensure high quality, prompt and efficient service and advice in relation to recruitment, selection and on-boarding activities in accordance with established procedures and the principles of merit based selection. This role is often the first point of contact for internal stakeholders across the house as well as external stakeholders.

This position provides support to the Human Resources Business Partnering team on a range of tasks and projects and is responsible for managing the onboarding process for all new starters. This role also works collaboratively with OD&L Advisor and HR Advisor on new staff orientation and work experience programs.

### ARE YOU THE ONE?

We are looking for someone with:

- Tertiary Qualifications in Human Resources or related field, or equivalent experience.
- Recruitment & sourcing knowledge and skills, and professional experience in a HR and/or recruitment advisory capacity for 2+ years.
- Sound administrative experience with strong attention to detail and excellent communication skills with a focus on building customer relationships and improving employee experiences.
- Demonstrated experience in the application of end to end recruitment function, preferably within the NSW public sector or in-house recruitment.
- Exceptional organisation skills and the ability to manage processes consistently within established workflows.
- Solid time management skills, including the ability to manage the administration of multiple roles simultaneously.
- Proven ability to work within a team based environment with a strong customer service focus.
- Experience with talent acquisition systems and applications (such as Taleo, LinkedIn Recruiter) as well document management systems such as CM9.

**WEB  
LINK**

Applicants **MUST** create a profile and submit their application electronically for this position at <https://iworkfor.nsw.gov.au/>.

Only applicants who apply online and include the requested documentation will be considered for this position.

To be eligible to apply for this position, applicants must have existing Australian work rights.

Any offer of employment will be subject to a satisfactory National Police Check and Pre-Employment Health Assessment. The assessment seeks information only relevant to performing the inherent requirements of the job, it remains strictly confidential and applicants will be informed of the result.

**Applications Close: Sunday, 16 May, 11:59pm**

Applications will not be accepted from recruitment agencies.