

**Geelong Performing Arts Centre  
Position Description  
Stage Door**

**PRIMARY FUNCTIONS**

- Provide a safe, secure environment for users of all backstage areas under the control of the Geelong Performing Arts Centre Trust (GPAC).
- Provide high quality customer service to both internal and external customers.
- Ensure smooth and effective communications between all parties backstage and act as a source of information.
- To understand and adopt GPAC values in all areas of work with a high emphasis on customer service, teamwork, community relations and finding solutions.

**MAJOR DUTIES**

- Screen all people entering Stage Door prior, during and after performances.
- Monitor behaviour of all users and adherence to the rules of conduct backstage.
- Protect all facilities and equipment under the control of GPAC.
- Full knowledge of the Stage Door role in an emergency situation.
- Where possible, maintain backstage area in a clean and orderly manner.
- Report maintenance requirements and faults to appropriate personnel.
- Provide administrative assistance to the Venue Operations department if required.

**PERFORMANCE INDICATORS**

- Only authorised people enter backstage areas
- Emergency procedures followed when necessary
- Compliance with rules of conduct backstage
- Property under the control of the GPAC is protected

**REPORTING RELATIONSHIP**

- Position reports to Venue Operations Manager.
- Close working relationship with all GPAC staff.

**TERMS AND CONDITIONS**

Classification	Stage Door, GPAC Enterprise Agreement (EA) 2007-2010
Term of engagement	Casual
Hours of work	Rostered shift as required, no guarantee of minimum hours
Remuneration	As per the GPAC EA The current normal time paid rate is \$19.06 per hour and is inclusive of a 22.5% loading in lieu of public holidays, personal leave and annual leave. Penalties apply as per the GPAC EA.