



Staff Positions – Stagehand / Technician

Thank You for taking the time to consider joining the Carrington Inn hospitality team. We look forward hearing from you soon!

Established in 1885, The Carrington Inn has been a landmark in the rural town of Bungendore for over a century. Initially a coaching inn for travellers on the Cobb & Co route The Carrington Inn holds historical value to the community of Bungendore and its surroundings. It is anticipated that when reopened after extensive renewal, the Carrington will return to a focal point of the local community and be enjoyed and admired by tourists and travellers.

Stagehand / Technician – Job Description

Job Title:	Stagehand / Technician
Reporting to:	General Manager or Function Manager
<p>SUMMARY:</p> <p>The Carrington Inn’s Executive Director, is looking for an outgoing, competent and committed person to support the Inn’s staging and functions activities. A person who is creative, diligent, and multi-versatile with it comes to staging associated matters. This role interacts with venue management and guests to ensure our venues provide an enjoyable and safe performance and function experience.</p> <p>A Stagehand is a hands-on position that works across the whole spectrum of the Carrington Inn property. That includes ELM PARK Event Garden and the Rose Cottage Function Centre, as well as the Wintergarden Restaurant and Tom Wills Tavern.</p> <p>Initially, a Stagehand/Technician will take directions from the General Manager or Function Manager. As the property’s entertainment and function activities expand, that will change to a Stage Manager or Function Producer. Through their efforts, a Stagehand/Technician will help venue guests have a conference, a wedding, or outdoor concert in the style and quality our brand is committed to. They are responsible to safely and creatively prepare, operate, and take down the venue space and equipment.</p> <p>A Stagehand/Technician must have ingenuity, attention to detail, and ensure safety standards are always practiced. He / She is a member of the front-of-house team who helps us express to our guests and the public, the Carrington Inn heritage story. As a member of this team, they provide a link to the establishment’s 131-year history, while rewarding guests with a memorable experience of the venue’s quality, styling and brand.</p>	

The Carrington Inn is an equal opportunity employer.

Typical Responsibilities and Duties:

- Setting up and taking down function spaces: tables, chairs, booths, exhibits, platforms, etc. both indoors and outdoors
- Setting up and taking down audio-visual and staging equipment, both indoors and outdoors
- Operating audio-visual and staging equipment during events
- Assisting in event planning and creating running sheets
- Running and maintaining Wintergarden restaurant sound system
- Maintaining equipment and resources in good order
- Setting up and operating venue props storage
- Setting up scenes for promotional photography
- Creating or sourcing props, backdrops, special effects as required for functions and events
- Liaising with event producers, wedding planners, conference organisers, for their staging and logistics requirements. Writing up contact reports of such meetings.
- Managing 3rd party playlists according to venue guidelines.
- Writing up budget and operational proposals for event staging and logistics requirements to give to management.
- Participating on planning special seasonal outdoor events – such as Melbourne Cup, Halloween, and Christmas in July.
- Creating or sourcing props for functions and themed events in restaurant and tavern
- Creating and setting up event billboards
- Setting up and maintaining electronics and systems in guest rooms: Hotel TV, WiFi, computer displays, music playback, etc
- Assist with the training of staff according to venue guidelines.
- Complying with applicable Fire Safety Procedures and Health & Safety regulations.
- Reporting maintenance problems to Manager.
- Assisting other areas of the restaurant as required.
- Other duties typically expected of the position as required from time to time.
- Creating a harmonious environment amongst all venue staff.
- Participating in team meetings and surveys.

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EDUCATION and/or EXPERIENCE

Must have at least 2 years experience successfully doing similar work as required.

Natural leadership qualities.

Can properly follow set-up instructions from plans and diagrams, setting up to precise dimensional positions.

Knowledge of theatrical equipment and staging terms.

Functional knowledge of and problem solving of Windows computer operating systems, and network configuration.

Working knowledge of various computer software programs including, but not limited to, word-processing, spreadsheets, Visio or AutoCAD, POS, kitchen management, tablet computer, and email.

OTHER SKILLS and ABILITIES

- A Stagehand/Technician:
 - ability to work in an active crowd environment, in inclement weather conditions.
 - ability to operate, program, troubleshoot and maintain A/V and lighting equipment.
 - Ability to adapt to a physically demanding role that encompasses frequent lifting, climbing, squatting, and standing for long periods of time.
 - Scenic carpentry; painter;
 - Valid driver's license.
 - has good person-to-person communication abilities in the English language, including Listening Comprehension, Speech Clarity, Expression of Information and Problem Sensitivity.
 - has physical strength and good body coordination when the whole body is in motion and carrying items.
 - comes to work when rostered, is punctual and sets a good example of character and ethic.
 - follows directions, takes criticism positively, and at all times refrains from abusive and/or inappropriate behaviour.
 - is honest in all manner of engagement with the enterprise and guests.

PERSONAL PRESENTATION:

READINESS FOR WORK: At the start of the rostered time you should be clean, groomed, uniformed, fed, well-rested, with personal belongings already stowed, and ready to immediately commence work in all other ways required of the position. This is a condition for ongoing employment.

UNIFORM: Every day you should present in a clean uniform, ready to work. Footwear is to be comfortable with non-slip soles, and a closed toe style approved to coordinate with the uniform.

GROOMING: The position requires a person who is clean and well groomed. Hair will tied back if long. Males are preferred to be clean shaven, otherwise facial hair must be well groomed and not longer than 30mm at any length. Females will maintain not more than light make-up.

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SHIFTS / NIGHT WORK / AVAILABILITY/ WORKING CONDITIONS ETC:

While many aspects of the position can be fulfilled during standard business hours, full-time and casual positions do require full availability, including nights, weekends, and holidays, depending on the performance requirements of events and functions taking place at the Inn.

Minimum of 2 hours per month continuous professional education should be undertaken.

Dinner break at set time.

PHYSICAL DEMANDS:

While performing the duties, you are regularly required to see, talk, hear and feel touch. You are frequently required to stand; walk; sit, use hands to finger, handle, sense or feel; reach with hands and arms, and climb, stoop, kneel, or crouch. You must occasionally lift and/or move up to 24kg. Specific vision abilities required in this role include close vision and distance vision. Logic and thinking process must be quick and unencumbered.

WORK ENVIRONMENT:

While performing the core functions of the position, you will be both indoors and outdoors. The position can also involve regularly moving between warm and cold locations. Moderate machine and crowd noise levels exist in the working environment.

OPERATIONS GUIDELINES:

The property maintains operational guidelines for personnel that are intended to create a safe and productive working environment, and a professional and appealing guest experience. The full set of guidelines will be provided to shortlisted applicants, although they may change from time to time. The following are two key guidelines:

MOBILE DEVICES: Personal mobile devices may not be accessed or used during shifts, except on breaks. All personal devices must be stowed in lockers or vehicles during shifts. Emergency contact support is provided through the main venue telephone number.

PERSONAL VISITORS: Personal visitors should not attend the property, distract or disrupt you from your responsibilities during your shift.

SECURITY BACKGROUND and **REFERENCE CHECKS** may be undertaken.

Location of job: Bungendore, NSW

Prepared by:

Date: 26 May 2016

Wintergarden – TOM WILLS – *Myees* – ELM PARK – ROSE COTTAGE



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