

Stagehand Job Description

A comprehensive job description template
for Australian event and entertainment businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and events industry practices at the time of publication. You should review and tailor this template to suit your business, venue type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Stagehand / Stage Crew / Backstage Crew / Events Crew

1.2 Position Summary

The Stagehand works behind the scenes at live events, concerts, theatre productions and entertainment functions, providing essential support for the setup, operation and breakdown of staging, lighting, sound systems and technical equipment. This physically demanding role requires strength, stamina and the ability to work efficiently as part of a crew during bump-in and bump-out operations.

The position requires technical aptitude, safety awareness and the ability to follow instructions from production managers and technical supervisors. Stagehands must work collaboratively in fast-paced environments, often during irregular hours including evenings, nights and weekends when most events occur.

1.3 Reporting Structure

This position reports to:

- Stage Manager / Production Manager
- Technical Manager / Head Technician
- Venue Manager / Events Manager

1.4 Employment Type

This position is available as:

- Casual (call-based for events and productions)
- Part-time (regular shifts for venues with ongoing programming)
- Full-time (for larger venues or production companies)

2. Key Responsibilities

2.1 Equipment Setup and Rigging

- Unload equipment from trucks and transport to stage areas
- Assemble staging platforms, risers and deck structures
- Set up trussing, scaffolding and rigging points under supervision
- Position lighting equipment, speakers and technical gear according to plans
- Run cables for lighting, sound and power distribution
- Install safety barriers, curtains and draping as required
- Follow rigging plans and work method statements precisely

2.2 Stage Operations During Events

- Execute scene changes and set movements during performances
- Move props, furniture and equipment on and off stage
- Assist performers with quick changes and equipment needs
- Stand by backstage ready to respond to technical requirements
- Monitor stage area for safety hazards during performances
- Follow cue sheets and communication from stage management
- Maintain quiet and professional conduct in backstage areas

2.3 Equipment Breakdown and Packdown

- Dismantle staging, lighting and sound equipment after events
- Coil and pack cables systematically for easy deployment
- Pack equipment carefully to prevent damage during transport
- Load equipment into trucks efficiently and safely
- Clean and maintain equipment as directed
- Return venue to original condition after bump-out
- Work efficiently to meet venue curfews and deadlines

2.4 Equipment Maintenance and Care

- Inspect equipment for damage or wear before and after use
- Report maintenance issues to technical supervisors
- Clean equipment and remove dirt, tape and cable residue
- Store equipment properly in designated areas
- Maintain equipment inventories and packing lists
- Assist with equipment repairs and maintenance tasks
- Keep work areas organized and free from hazards

2.5 Health and Safety Compliance

- Follow all workplace health and safety policies and procedures
- Use personal protective equipment (PPE) as required
- Practice safe manual handling techniques when lifting equipment
- Follow working at heights procedures when using ladders or elevated work
- Identify and report safety hazards immediately
- Participate in safety briefings and toolbox talks
- Comply with venue-specific safety requirements

2.6 Collaboration and Communication

- Work cooperatively with other crew members during setup and packdown
- Follow instructions from stage managers and technical supervisors
- Use radio communication equipment professionally
- Coordinate with lighting, sound and production teams
- Maintain positive working relationships with venue staff and clients
- Ask questions when instructions are unclear
- Contribute to an efficient and supportive crew culture

3. Required Skills and Attributes

3.1 Essential Skills

Physical Fitness and Stamina

Ability to perform physically demanding work for extended periods. Strength to lift and move heavy equipment (20-30kg regularly). Stamina for long bump-in and bump-out calls. Comfortable working on feet for entire shifts. Capability to work in physically challenging environments.

Technical Aptitude

Understanding of basic staging and rigging systems. Ability to follow technical instructions and plans. Competence with hand tools and basic equipment. Spatial awareness for positioning equipment accurately. Willingness to learn new technical skills and systems.

Safety Awareness

Strong commitment to workplace health and safety. Understanding of manual handling principles. Awareness of electrical safety around power and cables. Knowledge of working at heights procedures. Ability to identify and report hazards. Consistent use of PPE and safety equipment.

Teamwork and Communication

Ability to work effectively as part of a crew. Following instructions from supervisors and stage management. Clear communication with team members. Cooperation during high-pressure situations. Professional attitude toward colleagues and clients. Adaptability to different crew dynamics.

3.2 Personal Attributes

- Reliable and punctual for all event calls and bump-in times
- Strong work ethic and willingness to work hard
- Flexibility to work irregular hours including nights and weekends
- Professional appearance and conduct
- Calm under pressure during tight turnarounds
- Positive attitude and team-oriented mindset
- Attention to detail in equipment placement and safety checks
- Problem-solving ability and practical thinking
- Respect for equipment, venues and other crew members

- Willingness to learn and develop technical skills

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Eligibility to work in Australia
- Physical capability to perform manual handling and lifting tasks
- Ability to work irregular hours including evenings, nights and weekends
- Reliable transport to various venues (drivers license preferred)
- Steel-capped boots and appropriate work clothing

4.2 Highly Desirable Qualifications

- White Card (General Construction Induction)
- Current First Aid and CPR certificate
- Working at Heights certification
- Manual handling training certificate
- Basic rigging or entertainment technology qualifications
- Forklift or elevated work platform (EWP) license

4.3 Experience

Entry-level positions are available for candidates without prior experience who demonstrate physical capability, safety awareness and willingness to learn. Previous experience in stage work, events, construction or physically demanding roles is valued. Experienced stagehands should demonstrate competency with staging systems, equipment handling, rigging awareness and efficient workflow during bump-in/bump-out operations.

5. Working Conditions

5.1 Hours of Work

- Predominantly evening, night and weekend work when events occur
- Bump-in calls often start early morning or afternoon
- Bump-out typically occurs late night or early morning after events
- Shift lengths vary from 4 hours to 12+ hours depending on production scale
- On-call availability for short-notice event requirements
- Peak periods during festival and performance seasons

5.2 Physical Requirements

- Heavy lifting and carrying of equipment (regularly 20-30kg)
- Pushing and pulling flight cases and equipment carts

- Working at heights on ladders, scaffolding and elevated platforms
- Bending, kneeling and reaching during setup and packdown
- Standing and walking for entire shift duration
- Working in confined spaces backstage and under stages

5.3 Work Environment

- Indoor and outdoor venues including theatres, arenas and event spaces
- Exposure to loud noise during sound checks and performances
- Varying temperatures including cold outdoor venues and hot stage areas
- Dusty environments during bump-in and bump-out
- Work in low-light backstage areas during performances
- Fast-paced and physically demanding work environment

5.4 Safety and PPE Requirements

- Steel-capped safety boots mandatory at all times
- High-visibility clothing for outdoor and loading dock work
- Hard hats required for rigging and overhead work
- Hearing protection during loud sound checks and performances
- Safety harnesses for working at heights
- Gloves for handling equipment and cables

6. Award Information

6.1 Modern Award Coverage

Stagehands may be covered by either the Live Performance Award 2020 (MA000081) for theatre and performing arts venues, or the Amusement, Events and Recreation Award 2020 (MA000080) for broader event settings. The specific award depends on the principal purpose of the employer and type of work performed.

6.2 Classification Level

Stagehands are generally classified under the relevant award based on skills and experience:

- Entry Level: General stagehand performing basic setup and manual handling tasks
- Level 2: Experienced stagehand with equipment knowledge and some technical skills
- Level 3: Advanced stagehand with specialized rigging or technical skills

The specific classification level will be determined based on qualifications, experience and duties performed. Refer to the applicable award for detailed classification descriptors.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Evening work: Additional rates for work after 7pm or 8pm (depending on award)
- Night work: Higher rates for work after midnight
- Saturday: Penalty rates (typically 150-175%)
- Sunday: Higher penalty rates (typically 200%)
- Public holidays: Premium rates (typically 250%)
- Overtime: Additional rates for work beyond rostered hours

Casual employees receive a casual loading instead of paid leave entitlements. Refer to the applicable award for current rates and allowances.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for all event calls and bump-in schedules
- Come prepared with appropriate safety clothing and equipment
- Maintain professional appearance and conduct at all venues
- Respect venue property, equipment and facilities
- Follow venue-specific rules and requirements
- Notify production managers immediately of any absence or lateness

7.2 Safety and Work Practices

- Follow all health and safety policies and procedures without exception
- Use appropriate PPE for all tasks
- Practice safe manual handling techniques consistently
- Never take shortcuts that compromise safety
- Report all incidents, near-misses and hazards immediately
- Participate in safety briefings and toolbox talks

7.3 Teamwork and Communication

- Work cooperatively with all crew members
- Follow instructions from stage managers and supervisors
- Communicate clearly using radio protocols when required
- Offer assistance to crew members during busy periods
- Maintain positive attitude during long or challenging calls
- Respect the expertise and roles of technical specialists

7.4 Work Ethic Expectations

- Maintain consistent work pace throughout entire shift
- Take initiative to identify tasks that need completion

- Work efficiently during time-critical bump-in and bump-out
- Handle equipment with care to prevent damage
- Stay focused and alert during backstage operations
- Accept feedback constructively from supervisors

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Cover letter outlining relevant experience and physical capability
- Copies of relevant certificates (White Card, First Aid, Working at Heights)
- Contact details for two professional referees
- Confirmation of availability for evening and weekend work

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- In-person interview and venue tour
- Practical assessment or trial shift to demonstrate capability
- Reference checks with previous employers
- Confirmation of safety certifications and work rights

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background or other characteristics protected by law. We value diversity and inclusion in our crew teams.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the venue or production.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____