

Position Description

Role Title:	Production Stage Manager – 8 week contract
Reports to:	NORPA Lead Producer
Location:	Northern Rivers, NSW (Byron Bay and Lismore region)
Employment Type:	Contract / Term

About NORPA

NORPA is one of Australia's most exciting regionally based theatre companies.

NORPA (Northern Rivers Performing Arts) is based on Bundjalung Country. Our home is in Lismore, in the beautiful Northern Rivers. We take inspiration from the country and culture around us, and we take risks in bringing stories to life. Our theatre productions are original, site-specific, place based, relevant and contemporary.

As a key creative organisation for the Northern Rivers, we play a pivotal role in our local and regional creative community through the work we make and how we support the development of the artform and artists. We are recognised as a national leader in making theatre that directly responds to and speaks to the role of artists and art in our changing environment.

NORPA is undergoing transition since losing its key venue, making and office space in the 2022 Lismore floods and as such is looking at innovative, relevant and head turning ways to continue engaging with its community and audiences.

Position Overview

The Production Stage Manager (PSM) is responsible for the overall coordination, communication, and smooth running of a NORPA produced touring production from pre-production through to final performance. This role ensures artistic integrity, technical precision, efficiency and effectiveness, and safe working practices are maintained across all performances and venues. The PSM is the key liaison between the creative team, performers, technical crew, venue staff, and management, ensuring each show is delivered at the highest possible standard in diverse touring and presenting environments.

Key Responsibilities

Pre-Tour Preparation

- Organise and manage production and design meetings, rehearsals, and technical runs.
- Compile, update, and distribute the master production schedule, contact lists, and rehearsal/performance reports.
- Support the designers to achieve their vision, managing sourcing, construction, and budgets.
- Prepare and maintain the prompt book (calling script) with all cues, blocking, and technical notes.
- Lead paper plot with LX, SND & Director to collaboratively finalise the draft cue synopsis in prompt book.
- Liaise with the Producer, and venues to confirm technical requirements, freight logistics, bump-in/bump-out plans, and safety protocols.

On Tour – Show & Company Operations

- Operate all technical cues during performances and rehearsals.
- Supervise and assist with bump-in and bump-out in collaboration with venue crew and touring technical staff.
- Coordinate wardrobe maintenance.
- Maintain consistency and quality of the show across all performances.
- Conduct daily production and company briefings; communicate schedule changes promptly.
- Manage and monitor performer and crew welfare, including adherence to work/rest breaks and OH&S compliance.
- Act as first point of contact for emergencies and problem-solving on tour.

Administration & Communication

- Prepare and circulate daily show/performance reports to management and creative teams.
- Track and report any maintenance, repairs, or replacements needed for sets, costumes, props, and technical equipment.
- Maintain accurate records of touring expenses, petty cash, and incident reports where applicable.

Post-Tour Duties

- Ensure all company property is packed, returned, and documented.
- Provide final show reports and feedback on touring logistics, technical adjustments, and operational improvements.
- Archive the prompt book, show documentation, and tour reports.

Key Skills & Attributes

- Excellent organisational and time management skills.
- Strong leadership with the ability to manage diverse personalities under touring conditions.
- Exceptional communication skills, both written and verbal.
- High level of technical knowledge in lighting, sound, staging, and safety procedures.
- Ability to adapt quickly to different venues and changing circumstances.
- Commitment to safe work practices and respectful workplace culture.
- Resilience and calm under pressure in fast-paced touring environments.

Qualifications & Experience

- Strong experience as a Stage Manager and as a Production Stage Manager, preferably in touring productions.
- Proven experience in cueing live performances.
- Familiarity with touring logistics, venue operations, and technical equipment.
- Current First Aid certification (desirable).
- Current driver's licence.

Term

Date	Activity	Location
Mid September 2025 – January 2026	Up to 2 weeks of pre-rehearsal work	Remotely or Lismore
Monday 19 January - Friday 6 February 2026	Rehearsals	Byron Bay
Tuesday 10 – Thursday 12 February 2026	Tech week	Byron Bay
Friday 13 – Saturday 28 February 2026	Season – touring	Northern Rivers region
Monday 2 – Wednesday 4 March 2026	Post show wrap up	Lismore