

SCHEDULE 1 - MINIMUM BENCHMARKS FOR "AA", "A" AND "B" THEATRES

REF	ITEM	ITEM DESCRIPTION	AA THEATRE	A THEATRE	B THEATRE
1.3	STAFF POSITIONS	Position Responsibilities:	<p>The following minimum positions are required (full time unless noted otherwise).</p> <p>Director: Leadership and Management, Policy and Planning, Marketing, Programming, Hire Contracts, Entrepreneurial, Recruitment, Representation, Funding, Advocacy.</p> <p>Associate Director: Deputise, support and implement the above.</p> <p>Business Manager: Financial management of organisation and venues, box office, bars, concessions, information technology systems.</p> <p>Marketing Co-ordinator: Venue and event marketing, branding, sales, promotion.</p> <p>Box Office Supervisor: Ticketing, box office, concessions.</p> <p>Administrative Assistant: Clerical and administrative support, reception, ticketing.</p>	<p>The following minimum positions are required (full time unless noted otherwise).</p> <p>Director: Leadership and Management, Policy and Planning, Marketing, Programming, Hire Contracts, Entrepreneurial, Recruitment, Representation, Funding, Advocacy.</p> <p>Business Manager: Financial management of organisation and venues, box office, bars, concessions, information technology systems.</p> <p>Box Office Supervisor: Ticketing, box office, concessions.</p> <p>Marketing Co-ordinator (PT): Venue and event marketing, branding, sales, promotion.</p> <p>Administrative Assistant (PT): Clerical and administrative support, reception, ticketing.</p> <p>Duty FOH Managers (casual): OH&S responsibility, audience supervision, casual staff supervision and training, Liquor Licence responsibility.</p> <p>Technical/Operations Manager: Implement OH&S practices, supervise building operations, production assistance to hirers, supervision of hirers and technical staff, training of technical staff, asset management, supervise equipment maintenance.</p> <p>Technicians (casual): Uphold OH&S practices, provide technical support and assistance to hirers, supervise casual staff, operate and maintain equipment.</p>	<p>The following minimum positions are required (full time unless noted otherwise).</p> <p>Director: Leadership and Management, Policy and Planning, Marketing, Programming, Hire Contracts, Entrepreneurial, Recruitment, Representation, Funding, Advocacy, Financial management, Ticketing, box office, concessions.</p> <p>Administrative Assistant (PT): Clerical and administrative support, reception, ticketing.</p> <p>Duty FOH Managers (casual): OH&S responsibility, audience supervision, casual staff supervision and training, Liquor Licence responsibility.</p> <p>Technical/Operations Manager: Implement OH&S practices, supervise building operations, production assistance to hirers, supervision of hirers and technical staff, training of technical staff, asset management, supervise equipment maintenance.</p> <p>Technicians (casual): Uphold OH&S practices, provide technical support and assistance to hirers, supervise casual staff, operate and maintain equipment.</p>



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			AA THEATRE	A THEATRE	B THEATRE	
2.9	TECHNICAL POSITIONS - CONT'D	Rehearsal Production Desk Position	Provision for installation of portable production desk in the centre of the stalls. Provide patch panel for production communications, audio, power and lighting outlets in a discreet location under seats to avoid trip hazards on the floor in the seating row. (see section 4.4)	Provision for installation of portable production desk in the centre of the stalls. Provide patch panel for production communications, audio, power and lighting outlets in a discreet location under seats to avoid trip hazards on the floor in the seating row. (see section 4.4)	Provision for installation of portable production desk in the centre of the stalls. Provide patch panel for production communications, audio, power and lighting outlets in a discreet location under seats to avoid trip hazards on the floor in the seating row. (see section 4.4)	
2.10	STAGE	Refer Appendix 2. See also 4.5 Hydraulic Services	Min. 10 W x 6.5 H (desirable 12 W x 7 H) Fire rated proscenium separation to code requirements (see 4.3).	Min. 9 W x 6 H (desirable 10 W x 6.5 H) Fire rated proscenium separation to code requirements (see 4.3)	Min 7 W x 4.5 H (desirable 10 W x 6.5 H) Fire rated proscenium separation to code requirements (see 4.3).	
		Acting Area:	Min. 10 W x 10 D, flat floor (desirable 12 W x 12 D). The acting area of the stage should have in-built resilience for dance, whilst still retaining its load bearing capacity.	Min 9 W x 9 D, flat floor (desirable 10 W x 10 D). The acting area of the stage should have in-built resilience for dance, whilst still retaining its load bearing capacity.	Min 7 W x 8 D, flat floor (desirable 10 W x 10 D). The acting area of the stage should have in-built resilience for dance, whilst still retaining its load bearing capacity.	
		Stage Floor:	Sacrificial (replaceable) timber/ply stage floor with renewable Masonite or Weatherex floor surface (screwed, not glued) on removable joists. Floor painted black as required. Min. 2.5 H understage space for the entire acting area. Stage floor construction to allow for installation of temporary penetrations and floor traps. Avoid running sprinkler pipes, ducts and cable trays across acting area zone.	Sacrificial (replaceable) timber/ply stage floor with renewable Masonite or Weatherex floor surface (screwed, not glued) on removable joists. Floor painted black as required. Min. 2.5 H understage space for the entire acting area. Stage floor construction to allow for installation of temporary penetrations and floor traps. Avoid running sprinkler pipes, ducts and cable trays across acting area zone.	Sacrificial (replaceable) timber/ply stage floor with renewable Masonite or Weatherex floor surface (screwed, not glued) on removable joists. Floor painted black as required. Min. 2.5 H understage space for the entire acting area. Stage floor construction to allow for installation of temporary penetrations and floor traps. Avoid running sprinkler pipes, ducts and cable trays across acting area zone.	



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3.7	SECURITY SYSTEMS - CONT'D	Security - cont'd:	<p>Increasing emphasis is placed on security in arts centres and public buildings.</p> <p>Consideration should be given to:</p> <ul style="list-style-type: none"> • Stage Door Reception/Security station • Key systems • Card access systems • Segregation of public spaces from back of house spaces • Evacuation procedures • Alarm systems • CCTV monitoring and recording systems <p>Cleaners sink, cleaning materials and consumables storage, equipment storage.</p>	<p>Increasing emphasis is placed on security in arts centres and public buildings.</p> <p>Consideration should be given to:</p> <ul style="list-style-type: none"> • Stage Door Reception/Security station • Key systems • Card access systems • Segregation of public spaces from back of house spaces • Evacuation procedures • Alarm systems • CCTV monitoring and recording systems <p>Cleaners sink, cleaning materials and consumables storage, equipment storage.</p>	<p>Increasing emphasis is placed on security in arts centres and public buildings.</p> <p>Consideration should be given to:</p> <ul style="list-style-type: none"> • Stage Door Reception/Security station • Key systems • Card access systems • Segregation of public spaces from back of house spaces • Evacuation procedures • Alarm systems • CCTV monitoring and recording systems <p>Cleaners sink, cleaning materials and consumables storage, equipment storage.</p>
3.8	MISCELLANEOUS SERVICES	Facilities for cleaners:			
4.0	THEATRE FIT OUT				
4.1	RIGGING SYSTEM	Scenery Suspension:	<p>Single purchase counterweight lines @ 150mm centres.</p> <p>Min. 60 sets.</p> <p>Min. 500kg capacity per set.</p> <p>On the PS and OP sides of the stage "panorama" counterweight lines are desirable, for rigging stage lighting ladders and side black masking.</p> <p>Min. 1 set per side.</p>	<p>A1: Single purchase counterweight lines @ 150mm centres.</p> <p>Min. 45 sets.</p> <p>Min. 350kg capacity per set.</p> <p>A2: Winch line sets or equal, @ 150 mm centres.</p> <p>Min. 30 sets.</p> <p>Min. 350kg capacity per set.</p> <p>On the PS and OP sides of the stage "panorama" counterweight/winch lines are desirable, for rigging stage lighting ladders and side black masking.</p> <p>Min. 1 set per side.</p>	<p>B1: Single purchase counterweight lines @ 150mm centres.</p> <p>Min. 30 sets.</p> <p>Min. 350kg capacity per set.</p> <p>B2: Winch line sets or equal, @ 150 mm centres.</p> <p>Min. 30 sets.</p> <p>Min. 350kg capacity per set.</p> <p>On the PS and OP sides of the stage "panorama" counterweight/winch lines are desirable, for rigging stage lighting ladders.</p> <p>Min. 1 set per side.</p>

