

QUEENSLAND THEATRE

Position Description

Production Manager

Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

The Production Manager is a member of the Technical and Production team that facilitates and coordinates all production, technical and design (stage, costume, lighting sound, AV etc) elements necessary for staging theatrical performances.

Role purpose

The Production Manager works alongside the Director, Technical and Production to manage and ensure that all theatrical production planning and coordination requirements/elements are in place for the development and delivery of productions. In doing so, the Production Manager will work with:

- the Director, Technical and Production in realising all the technical and design elements of a production, ensuring the most effective utilisation of people, resources and systems within budget and schedule parameters; and
- creative teams to achieve their artistic vision and production values to the required standards within parameters set by Queensland Theatre.

Reporting relationship

This position reports to the Director, Technical and Production.

Key responsibilities

Objective 1: Production planning, supervision and mounting

Assist in the leadership, planning and coordination of Queensland Theatre productions and technical activities and requirements:

- Assist the Director, Technical and Production and Technical Manager in:
 - managing and supporting the requirements of the Technical and Production team, including Workshop, Wardrobe, Stage Management and Technical areas, through all phases of a production, as required;

- assessing, planning and coordinating production requirements, schedules, resourcing needs, tour coordination and supervision, co-production arrangements and other requirements, as determined;
 - preparing detailed production bump-in, run and bump-out schedules;
 - the supervision and coordination of resources required to manufacture, mount and tour (where applicable) productions;
 - collaborating with production creative teams (eg Directors, Designers) and other creative team members in the development and delivery of each production;
 - determining resource needs, allocating resources and preparing production resource contracts (ie Stage Managers, Crew, etc) for productions, tours and related activities;
 - preparing Technical and Production team and production-specific costings and budgets and monitoring expenditure across all areas of production build, bump-in, run and bump-out;
 - organising production design presentations and developing costings for production designs/elements;
 - ensuring timely and effective communication of production requirements to all creative teams, senior management and other internal teams;
 - ensuring the smooth running of productions from the development of the production concept through to closing night and bump out / storage, including attendance at bump ins and outs, technical and dress rehearsals;
 - assessing, monitoring and managing risk, including identifying risk controls, throughout the production development process and preparing risk assessment documentation;
 - costing, scheduling and overseeing commercial hires and set construction;
 - ensuring that productions are mounted within budget parameters and on time;
 - provide innovative solutions for realising the highest production values with limited resources;
 - build our supplier and casual staffing network / relationships across Australia and abroad;
 - continue to build successful relationships with performing arts venues and industry contacts across Australia and abroad; and
 - plan and manage one off activities and special events as required.
- Assist with the planning and supervision of Queensland Theatre touring productions including:
 - preparing touring production schedules and other relevant touring documentation;
 - working with the Director, Technical and Production to prepare touring production budgets;
 - working with the Technical Manager to:
 - prepare technical requirements documentation for touring productions;
 - plan and coordinate requirements for touring productions including personnel and logistical considerations, set construction, wardrobe requirements, technical requirements and preparing/updating plans for all venues as required.
 - prepare risk assessments for touring productions with the Director, Technical and Production and other Technical and Production team members;
 - oversee touring productions as required.
 - Assist with the development of any policies and procedures, as required.

Objective 2: Work health and safety

Contribute to the development, maintenance, security and safety of Queensland Theatre's resources and premises.

- Support the Director, Technical and Production and other personnel in:
 - championing and promoting a healthy and safe work environment, providing guidance and support as required;
 - ensuring that systems of work and the working environment are safe and without risks to health;
 - ensuring hazards and unsafe workplace conditions/practices have been identified, reported and actioned, and preventative and corrective actions are identified to eliminate, isolate or minimise risks;
 - the process for investigating incidents, near misses and unsafe work practices including preparing any required reports.
- Adopt and promote relevant Queensland Theatre policies including Code of Conduct and work health and safety, reflecting Queensland Theatre values in the way work is performed.

Perform other duties as reasonably required to meet Technical and Production team and organisational needs.

Selection criteria

1. At least five years' experience in the mounting of theatrical productions including bump in, running and bump out of productions, maintenance and technical elements, with extensive knowledge of theatre practices, terminology and theatre craft.
2. Demonstrated ability to manage teams and lead people to achieve results.
3. Demonstrated problem solving and analytical skills including creative/lateral thinking and the ability to translate non-technical requests into technical specifications or information and plans, making substitutions or negotiating change as appropriate.
4. Proven experience in managing, developing, and controlling budgets and timelines for theatrical productions.
5. Strong project management skills and experience including attention to detail and an ability to forward plan, integrate and manage multiple events and activities to strict deadlines.
6. Strong communication skills (written and verbal) to engage stakeholders at all levels.
7. Experience in managing workplace health and safety risks.

Other attributes

- Positive attitude, self-directed with an ability to collaborate in a busy environment to achieve results.
- Ability to work collaboratively as a team player as well as independently.
- Resourcefulness to find required information.
- High level attention to detail.
- Knowledge of relevant industrial instruments eg Live Performance Award.
- Knowledge/experience in CAD software – Vectorworks.
- Enthusiasm for the arts.

Work hours

This is a full-time position. From time to time, given the nature of working for a theatre company, the position and production schedules, some additional hours of work (including attendance at performances/season productions and in evenings), is required to fulfil the requirements of the role.

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for Queensland Theatre roles.

HOW TO APPLY

If you are interested in this opportunity, please submit a written application which includes the following:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. a resume / curriculum vitae
3. a response (maximum 2 pages) to the selection criteria outlined in the position description.

Please address application to HR Manager, Queensland Theatre, and email to employment@queenslandtheatre.com.au by **3 December 2024.**

Please combine your application into a single PDF or Word document.