



Thank you for your interest in the **Production Manager** position with the Sydney Theatre Company.

### **Job overview**

The Production Manager works alongside other Production Managers and with the Head of Production to manage an allocation of STC's productions and co-productions.

The Production Manager works with creative teams achieve their artistic vision and production values to the highest possible standards within the parameters set by the Company. The Production Manager has responsibility for the realisation of all the technical and design elements of a production and in consultation with the Head of Production and Head of Technical Operations ensures the most effective utilisation of people, resources and systems within the agreed budget, schedule and parameters.

The Production Manager ensures that accurate and timely information is provided to the Director, Technical & Production, Producers and Senior Management Team so that they can make appropriate and informed decisions about STC Productions.

### **Hours of Work**

This position is for an initial two-year fixed term.

The usual hours of work are 35 hours week. However, the nature of working for a theatre company and requirements of this position require a degree of flexibility, and will include evening work and occasionally weekends.

### **Wages and Entitlements**

- Salary is dependent on skills and experience
- 4 weeks annual leave (pro-rata)
- Complimentary tickets to STC productions
- 10.5% superannuation

### **Application**

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed **capabilities and competencies** as outlined below and also in the job description to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

### **Capabilities and competencies**

- Minimum of seven years relevant industry experience, preferably within a producing theatre company.
- Excellent leadership skills with a proven ability to lead teams and manage people.
- Excellent communication, negotiation and problem solving skills
- Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.
- The ability to remain calm, professional and positive under pressure.
- A natural collaborator who enjoys working as part of a team.
- A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.
- A good eye for detail and quality control to ensure that all elements of a production are produced to the highest standards.
- Extensive knowledge of theatre practices, terminology, etiquette and theatre craft.
- A sympathetic approach to theatre design and aesthetics
- Good knowledge of; set design, construction, rigging, stage automation, lighting, sound, projection, theatrical costumes and props.
- Strong financial management skills with a proven ability to manage and control large budgets.

- A high level of understanding of Workplace Health and Safety legislation and procedures that relate to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.
- Experience of touring productions either domestically or internationally.
- Strong computer skills with the ability to use finance software, Microsoft Excel and AutoCAD.

**Closing date for applications is 5pm Monday 23<sup>rd</sup> November 2020.**

To access this complete job pack via our website, please visit:

<https://www.sydneytheatre.com.au/about/careers>

**\* Must be Australian resident or hold current, appropriate working visa**

*The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.*

For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website:

<https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>

## Job Description

<b>Position title:</b>	Production Manager
<b>Reports to:</b>	Director, Technical and Production
<b>Job overview</b>	
<p>The Production Manager works alongside other Production Managers and with the Head of Production to manage an allocation of STC's productions and co-productions.</p> <p>The Production Manager works with creative teams achieve their artistic vision and production values to the highest possible standards within the parameters set by the Company. The Production Manager has responsibility for the realisation of all the technical and design elements of a production and in consultation with the Head of Production and Head of Technical Operations ensures the most effective utilisation of people, resources and systems within the agreed budget, schedule and parameters.</p> <p>The Production Manager ensures that accurate and timely information is provided to the Director, Technical &amp; Production, Producers and Senior Management Team so that they can make appropriate and informed decisions about STC Productions.</p>	
<b>Key Responsibilities</b>	
<p><b>The role is responsible for the above outcomes through activities which includes:</b></p> <p><b>Budgeting:</b></p> <ul style="list-style-type: none"> <li>- As needed, assist the Director, Technical and Production, Head of Production and Artistic Team with any research or development of future productions.</li> <li>- As required read scripts and advise on resource allocation for future productions.</li> <li>- When needed, produce costings or schedules to assist with the budgeting of future productions.</li> <li>- Collaborate with the Head of Production and Head of Technical Operations to ensure adequate planning and utilisation of resources especially during overlapping builds and bump ins.</li> <li>- Provide financial reports and updates to the Director, Technical and Production and Head of Production throughout the production process and contribute to debriefs on delivered productions, either through written reports or debrief meetings.</li> </ul>	

**Preliminary Design Stage:**

- With the Director, Technical and Production and Head of Production, set parameters for the Creative Team with the aim, as far as possible, that the process to a preliminary design does not result in a proposal that exceeds the allocated resources.
- Participate in the Parameters Meeting with the Creative team, Head of Production, Producers and members of the Artistic Team
- Provide relevant plans, model boxes, budget and schedule information to the Creative Team.
- Effectively communicate STC Technical Guidelines to the Creative Team.
- Organise the Preliminary Design Presentation with the Creative Team, members of the Senior Management Team, Head of Production and the relevant Production and Technical Managers
- Work with the Head of Production to interpret the preliminary design to assess whether the proposals are feasible.
- Disseminate technical design information to all departments and contractors.
- Carry out research as required.
- Produce and manage preliminary costings in consultation with the Head of Production and relevant Heads of Department and contractors.
- Risk assess design proposals and give guidance to the Creative Team in relation to the management of any design hazards.
- Consult with the Head of Production and Head of Technical Operations when assessing production risks and developing controls
- Clearly communicate production costings and the draft budget to the Producers and Creative Team at the Costing Estimate / Feedback Meeting or in writing.
- Negotiate and agree with the Creative Team (if required) any general cuts required to make budget.
- Negotiate and agree with the Creative Team (if required) any physical changes to be made to the set in order to steer the production to fit the schedule and parameters set by the Company.

**Final Design****Stage:**

- Organise the Final Design Presentation Meeting with the Creative Team, Senior Management, Head of Production, Department Managers, Producers, Artistic, Marketing and Box Office.
- Re-cost the design if necessary, and, in conjunction with the Head of Production, agree on any budget revisions and allocation of resources.
- Distribute revised budget information prior to the Budget Sign-off deadline.
- Produce and distribute technical design information to departments and contractors in preparation for the build.
- Work with Box Office to identify and resolve any sightline issues.
- Work with the Head of Production to ensure the drafts person/s workload and workflow is managed for each production.
- Work with the Head of Production and Head of Technical Operations to ensure that any bump-in/out and touring issues are identified and addressed.
- Work with the Logistics Manager to plan and book any logistical and freight requirements.
- Liaise with Stage Management to prepare rehearsal room requirements.

**Production****Stage:**

- Work with the Head of Production to monitor the manufacture of scenery, costume and props as well as all other technical elements to ensure that they are delivered to the stage on time.
- Negotiate any modifications of the design as required.
- Identify critical issues through rehearsal notes, workshop meetings and disseminate information in a timely manner.
- Call and lead weekly Production Meetings with the Creative Team, Head of Production, Head of Technical Operations, Producers and all Department Managers.
- Monitor expenditure across all areas of the build, bump-in and run.
- Forecast variations through the weekly budget reports and report to the Producer and Director, Technical & Production through regular meetings and communications
- Liaise with the Creative Team, all Production & Technical Departments, contractors, and venues

- Produce detailed bump in, run and bump out schedules.
- Produce a detailed production risk assessment and any other required WHS documentation.
- In consultation with Department Managers, supervise the bump in to ensure that all elements are ready for technical rehearsals with the actors.
- Attend all technical rehearsals and preview performances up to Opening Night.
- Attend the Opening Night performance.
- Manage all notes and issues that come out of technical rehearsals and previews and work with Department Managers to allocate the appropriate resources to address them.
- Once the show has opened, work with the Head of Production and Head of Technical Operations to manage any issues that might arise during the season.
- Organise and attend the bump out and, if required, the archiving, storage and afterlife of the production
- Where necessary, liaise with external and touring venues and prepare technical specifications and all other documentation required to transfer the production to another venue.
- Work with the drafts person and designer to adapt a design to fit touring venues.

**Other:**

- Attend weekly Heads of Department and Production Managers meetings.
- Carry out model showings to a variety of audiences.
- Carry out site visits and monitor standards of transferred shows.
- Revise, file and store production, technical and design information.
- Maintain accurate records.
- Develop and improve STC's production systems and processes.
- As directed, production manage STC events.
- Where required, project manage capital and infrastructure improvement projects.
- Any other reasonable duties as may be required from time to time.

**Workplace Health & Safety:**

For the purposes of the Workplace Health and Safety Act and Regulations the Production Manager must ensure that she/he:

- Ensure that systems of work and the working environment of the employees are safe and without risks to health including;
- hazards in the working environment are either eliminated or controlled so far as is reasonably practicable
- all employees are adequately informed of hazards and potential hazards and how to deal with them
- Provide information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work.
- Consult with workers and their representatives on work health and safety matters
- Lead injury management matters for injured or ill employees as required by legislation. Work closely with and the Sydney Theatre Company's Return to Work Coordinator and employees to ensure STC's Policy and Return to Work Program are upheld.
- Works in a safe manner and follows procedures introduced for his/her protection
- Reports any unsafe work practices or conditions according to Sydney Theatre Company reporting procedures

**Environmental Sustainability**

To support the Company's vision of becoming the world's most sustainable theatre company, the Production Manager must ensure that she/he:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- Co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

## Other information

<b>Key relationships</b>	<b>Capabilities and competencies</b>
<ul style="list-style-type: none"> <li>• Director, Technical and Production</li> <li>• Head of Production</li> <li>• Head of Technical Operations</li> <li>• Production Managers</li> <li>• Department Managers</li> <li>• Producers</li> <li>• Creative Teams</li> <li>• Draftpersons</li> <li>• Production Administrator</li> <li>• Finance Department</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of seven years relevant industry experience, preferably within a producing theatre company.</li> <li>• Excellent leadership skills with a proven ability to lead teams and manage people.</li> <li>• Excellent communication, negotiation and problem solving skills</li> <li>• Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.</li> <li>• The ability to remain calm, professional and positive under pressure.</li> <li>• A natural collaborator who enjoys working as part of a team.</li> <li>• A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.</li> <li>• A good eye for detail and quality control to ensure that all elements of a production are produced to the highest standards.</li> <li>• Extensive knowledge of theatre practices, terminology, etiquette and theatre craft.</li> <li>• A sympathetic approach to theatre design and aesthetics</li> <li>• Good knowledge of; set design, construction, rigging, stage automation, lighting, sound, projection, theatrical costumes and props.</li> <li>• Strong financial management skills with a proven ability to manage and control large budgets.</li> <li>• A high level of understanding of Workplace Health and Safety legislation and procedures that relate to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.</li> <li>• Experience of touring productions either domestically or internationally.</li> <li>• Strong computer skills with the ability to use finance software, Microsoft Excel and AutoCAD.</li> </ul>