



JOB DESCRIPTION

Title:	Production Manager
Hours:	Part time (2 days/15 hours per week) year-round negotiated dates Full Time (5 days/37.5hrs per week) August - November 2019 (3 months) Extra hours through the year on specific projects as negotiated.
Basis of employment:	One year contract; option of renewal on annual review
Salary range:	\$60,000-65,000 per annum, (pro-rata for part time) depending on experience, plus superannuation
Employment conditions:	Pro rata of four (4) weeks annual leave

Performance Space's standard Terms and Conditions of Employment form part of this job description.

Applications Due: **5pm, Friday 1st February 2019**

ABOUT PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

OUR VISION

To be a world leading experimental arts organisation, championing new developments in artistic practice and connecting artists and audiences with the most dynamic and innovative new work across the Asia Pacific to expand our understanding of what contemporary art can be.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body and the New South Wales Government through Arts NSW. Performance Space is an anchor tenant at Carriageworks.

performancespace.com.au

POSITION OVERVIEW

The Production Manager leads the delivery of all technical aspects of Performance Space's projects. This includes a year-round program of residencies and artist development initiatives, and Performance Space's annual keynote presentation event, the Liveworks Festival of Experimental Art. The Production Manager takes a lead role in the delivery of Liveworks, building and managing a team of technical and production staff whilst overseeing the planning and delivery of all festival projects from a production perspective. This position reports jointly to the Artistic Director and General Manager, and works closely with the Program Manager to ensure that projects' needs are met within agreed timelines and budgets.

The Production Manager also liaises closely with Carriageworks' technical and production teams; builds and maintains productive relationships with external suppliers and production partners; and maintains Performance Space's inventory of technical equipment. The position is also responsible for conducting all relevant risk assessments and actively implementing WH&S policies. Year-round, the Production Manager also manages the acquisition and maintenance of office I.T. requirements.

Production Manager: Duties

Management:

- recruit, manage and supervise production and technical coordinators, as well as casual technical staff, for the delivery of Performance Space's residency, artist development and Liveworks programs, as well as casual technical staff throughout the year as needed.

Scheduling:

- work with the Artistic Director, Program Manager and other relevant staff to develop, manage and implement a production schedule for all presentation activities, as well as the residencies and artist laboratories that form Performance Space's year-round Artist Development Program
- work with the General Manager to liaise with Carriageworks regarding booking of spaces including co-ordinating Performance Space's program alongside non-Performance Space events
- roster casual technical staff & technical volunteers to adequately resource the program.

Production:

- liaise with Performance Space's programming staff, external production managers and artists in relation to the production needs of Performance Space projects, including detailed technical requirements
- co-ordinate production on all Performance Space projects as required
- secure additional equipment as required
- ensure smooth management of all bump-ins and bump-outs, delegating to temporary production staff when required
- manage temporary production staff to deliver Performance Space projects as required
- participate in debriefs with project teams

- maintain an overview of Performance Space's technical equipment, including ongoing maintenance, repair, and acquisition of new equipment where needed
- manage the loan of Performance Space's technical equipment to external parties and take responsibility for the annual equipment hire income target.

Compliance:

- conduct risk assessments and ensure any risk mitigation is followed for all projects, and report to Carriageworks and other partners as required
- implement, monitor and refine Performance Space's WH&S policies and practices, in line with Carriageworks' WH&S manual
- work with programming staff to secure any other permissions necessary for the presentation of work, including development applications for late night or outdoor work

Financial Management:

- work with the Artistic Director and General Manager to build realistic production budgets and forecast project expenditure and cash flow needs
- manage a delegated operational budget for all core production and festival activities, as well as production budgets for individual projects.

Strategic:

- develop and maintain effective relationships with Carriageworks, peer organisations, and colleagues and stakeholders associated with Performance Space's program
- implement learning from debrief sessions into the ongoing planning and practice of the Production Department.

Other:

- managing Performance Space IT systems
- Induct artists, staff, volunteers and other key personnel into the Carriageworks building and other performance sites, as required
- Undertake other duties as required to ensure the smooth operation of Performance Space activities.

EMPLOYEE BENEFITS

Working Hours

Office hours 10.00am – 6.00pm.

- The position is required to work out of hours and weekends when needed
- Agreed Time in Lieu is available per the terms and conditions of the policy for out of hours worked. Policy available upon request.
- Flexi time arrangements accommodate irregular working hours outside of office hours when required.

Leave

- Pro rata four weeks' annual leave.

Other

- Staff parking on site by application.

Production Manager: Person Specifications

It is **essential** that the Production Manager has:

- a minimum of three year's experience as a Production Manager or a similar role in the performing arts
- experience and training in theatre technical equipment, including a working knowledge of lighting, sound, and AV equipment
- experience in managing budgets
- high-level oral and written communication skills
- high-level organisational skills
- Apple OSX literate with excellent computer skills
- proven relationship and staff management skills
- demonstrated initiative and an ability to problem solve in the work-place; and
- demonstrated ability to prioritise and to juggle competing demands.

It is **desirable** that the Production Manager has:

- drivers, rigging, forklift and E.W.P. licences
- experience in C.A.D. and Vectorworks software
- experience in visual arts installation management and art handling expertise
- festival experience
- experience of working in a small organisation
- experience in managing and maintaining computer networks
- an understanding of, and experience in, the operations of performing and visual arts venues

HOW TO APPLY

To enquire about and/or apply for the post of Production Manager, please call Jeff Khan, our Artistic Director on 02 8571 9102 or email jeff@performancespace.com.au. Please note our office is closed between December 14 and January 3rd

To apply for the post of Production Manager please send us:

- a curriculum vitae (cv) of no more than two pages;
- a cover letter addressing why you would like to work for Performance Space;
- a statement of no more than two pages that illustrates how your skills, knowledge and experience match the duties and person specifications.

Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Production Manager application'. Email your application to jeff@performancespace.com.au.

Please provide all attachments as PDFs.

The deadline is 5pm, Friday 1 February 2019. Interviews will be held in the following week.

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.