



## **Production Manager**

### **About us**

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of pink.

We create extraordinary art, taking up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired and amazed.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work and loving care.

With a core staff of approximately 20 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 200+ volunteers, and 1500+ artists.

### **Position Summary**

An exceptional opportunity exists for a highly motivated individual to join the Brisbane Festival technical team. We are seeking a Production Manager to be part of and drive the Brisbane Festival technical team. Under the leadership of the Technical Director, the technical team will successfully deliver to the highest possible standard the production and technical requirements of all productions, programs and/or events as part of the festival.

The position is offered under a full time basis on a 2-year contract from February 2021.

### **Reporting**

Reports to: Technical Director

Positions reporting to role: Technical managers, Technical coordinators, show crew.

### **Communication**

In respect to internal and external relations the Production Manager shall:

- Liaise with technical and programming teams and appropriate staff members to carry out the role;
- Liaise with venues, suppliers, touring companies and artists;
- Provide the Technical Director with a weekly report of developments and activities. This may take place in writing or in the form of a meeting;
- Manage technical staff and contractors for the duration of the Festival.

## **Roles and Duties**

**Successfully manage to the highest possible standard the technical requirements of any production, program and/or event delegated by the Technical Director as part of Brisbane Festival;**

- Research and provide quality technical advice to the Technical Director for all delegated projects;
- In consultation with the Technical Director and producers; develop, monitor and manage technical, operational, logistics, production staffing and design budgets for all delegated projects;
- Establish and maintain high standards of written and verbal communication with all producers, presenting companies, venues and associated people relevant to delegated projects;
- Ensure legislative requirements with regard to work, health and safety from a public, artist, staff and creative perspective are maintained;
- In consultation with the Operations Manager manage the delivery of all operational aspects including any necessary government agency negotiations, venue agreements and licences/permits;
- Coordinate and document a smooth handover of the Operations Manager role and responsibilities;
- Have a sound understanding of and ability to apply the Live Performance Award;
- Support the delivery of sponsor requirements and ensure smooth integration into the overarching vision and look of the venue.

**Supervise event staff on productions, programs and/or events and work collaboratively with Brisbane Festival staff;**

- Ensure all technical and production elements are coordinated and in place for the preparation, rehearsals and performance seasons of delegated projects;
- In consultation with Brisbane Festival producing team, develop and maintain production schedules and event management plans including risk management plans in a timely manner;
- Delegate tasks and provide clear and concise instructions to event staff in a timely and supportive manner;
- Establish an effective event handover procedure to casual staff and short term contractors;
- Maintain clear and collaborative communication with all departments;
- Provide concise and thorough reports (verbal or written) to the Technical Director on a weekly basis;
- Any other duties as directed by the Technical Director provided that such duties are within the limit of your skills and are of a fair and reasonable nature.

**Maintain high standards of administration and communication at all times;**

- Develop and maintain a high degree of competency in the operation of the company database software program (training and support will be provided);

- Update and maintain the forecast expenditure for delegated projects;
- Manage the accurate preparation and timely finalisation of technical contracts, purchase orders and venue requirements;
- Maintain up-to-date filing of all company correspondence;
- Provide accurate budget and expenditure documentation at the end of each Festival for filing and archiving;
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook.

## **Maintain professional relationships with organisations relevant to delegated projects and programs.**

- Research and liaise with industry peers, arts organisations, communities, suppliers and partners to develop and deliver projects;
- Maintain relevant industry and community relationships;
- Attend productions, events and/or meetings as required.

## **Systems**

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

## **WHS**

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

## **Selection Criteria**

### Essential

1. A team player who is passionate about the arts, events and safety;
2. A proven track record of managing and delivering theatre and event productions for at least ten years;
3. A fast learner willing to adapt to a proven system of production and technical delivery;
4. Sound knowledge of industry trends, technology and best practice.
5. Demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills;
6. Competent computer skills utilising Microsoft Office suite;
7. Demonstrated competency in WHS policy and procedure.

### Desirable

1. Experience using CAD drafting including Vectorworks.
2. Experience in a festival event environment.
3. High Risk licenses, LF, WP.

## HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Tim Pack, Technical Director. For enquiries contact: [productionadmin@brisbanefestival.com.au](mailto:productionadmin@brisbanefestival.com.au).

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview week commencing 25 January 2021. All applications are strictly confidential.

***Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.***

**APPLICATIONS CLOSE 5PM MONDAY 18 JANUARY 2021.**

## Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### **3.3 Information for job applicants (including volunteers)**

#### **3.3.1 collection of your personal information**

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address;  
Telephone numbers; Email address;  
Employment history; Educational background.

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

#### **3.3.2 Use of your personal information**

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

#### **3.3.3 Disclosure of personal information**

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.