



POSITION DESCRIPTION

Artistic Operations (Programs & Operations)
Faculty of Fine Arts and Music

Production Coordinator

POSITION NO	0058348
CLASSIFICATION	UOM 6
SALARY	\$96,459 - \$104,413 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Abe Watson Tel +61 3 9035 9098 Email abe.watson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Production Coordinator will provide leadership to the Faculty of Fine Arts and Music in every aspect of technical, theatre and music production operations. Working in a collaborative environment with professional, academic, and creative teams, the Production Coordinator will coordinate end-to-end production processes for specifically assigned performances, concerts and events across the Faculty of Fine Arts and Music (the home of Victorian College of the Arts and Melbourne Conservatorium of Music).

The Production Coordinator, alongside other Coordinators, is part of the Artistic Operations team, which sits within Programs & Operations (P&O), in the Faculty of Fine Arts and Music (FAM). This role reports directly to the Artistic Operations Manager and will see the incumbent working in close collaboration with other Artistic Operations and P&O Staff; Academic Heads and Subject Coordinators; and Students.

1. Key Responsibilities

Reporting to the Artistic Operations Manager, the Production Coordinator is responsible for coordinating the end-to-end production process on specifically assigned productions, concerts and events.

Duties and responsibilities include:

1.1 BUDGETS AND RESOURCE ALLOCATION

- ▶ As needed, assist the Artistic Operations Manager with any research, development or budgeting work required for future productions.
- ▶ Maintain the overall Production Budget, regularly updating the Artistic Operations Manager of any changes to original planning and costing of projects.
- ▶ Coordinate various department heads to ensure expenses are recorded.

1.2 DESIGN PHASE, PRE-PRODUCTION, PRODUCTION PERIOD

- ▶ In conjunction with the Artistic Operations Manager, draft and distribute written Production Parameters to ensure the planning process does not result in plans which exceed the allocated resources or timelines.
- ▶ Arrange and run Design Presentations and Production Meetings; ensure circulation of clear action list to keep the production on track.
- ▶ Ensure all production documents are handed over to relevant teams in a timely manner, including Production Schedule, Risk Assessment, Plans, etc.
- ▶ Liaise with Engagement and Partnerships staff regarding ticketing matters.
- ▶ Ensure copyright approvals are obtained.

1.3 BUMP IN / BUMP OUT

- ▶ Coordinate all production requirements with internal or external venues to ensure bump in/out, technical/dress rehearsal, and performance requirements are met.
- ▶ Ensure any issues relating to the Bump In/Out are identified and addressed
- ▶ Ensure regular toolbox meetings are conducted.
- ▶ Ensure effective communication between production and venue staff.
- ▶ Schedule Production Debrief and collate a Production Report.

1.4 PERFORMANCE

- ▶ Monitor show reports and ensure notes are actioned, in conjunction with relevant staff, in a timely manner, and outcomes communicated to Stage Management teams.
- ▶ Coordinate any technical changes, as required, throughout the production season.
- ▶ Coordinate any additional activity relating to the production during the season, including maintenance tasks, additional rehearsals, filming activity, signed performances, tactile tours, etc.
- ▶ Complete any further documentation required for the production, as required, such as set photos or archival recording.

1.5 STAFFING

- ▶ Work with Technical and FOH Coordinators to publish rosters in line with the Production Schedule.
- ▶ In conjunction with the Artistic Operations Manager, as required, help facilitate contracting of external creatives, designers, consultants, musicians, and other staff.

1.6 HEALTH AND SAFETY

- ▶ Ensure thorough Risk Management of all aspects of each allocated Production, Concert or Event.
- ▶ Develop and maintain Production OH&S documentation including Risk Assessments, Safe Work Method Statements, Job Safety Sheets and Safe Operating Procedures as required.

1.7 OTHER DUTIES

- ▶ Act as Production/Account Coordinator for External Parties / Hirers as required
- ▶ Support other Production Coordinators during peak periods, and when workload allows.
- ▶ Assist the Artistic Operations Manager to implement continuous improvement processes and systems.
- ▶ Other duties as directed by the Artistic Operations Manager.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Relevant industry experience, preferably within a producing theatre company, enabling the role to be performed effectively, including solid experience in creative processes and concepts.
- ▶ Strong knowledge of theatrical design and aesthetics, set design, construction, rigging, stage automation, lighting, sound, audio visual, digital & streaming requirements, theatrical costumes, and props.
- ▶ Capacity to negotiate, with sensitivity and patience, a creative approach to problem solving, and the ability to remain calm in a busy environment.
- ▶ Strong project management skills with logical and analytical approach to planning and allocation of resources, including a demonstrated capacity to meet deadlines and manage large teams.

- ▶ Excellent communication skills, both written and oral.
- ▶ The ability to work collaboratively as well as independently with the initiative to take on tasks.
- ▶ Strong financial management skills, with a proven ability to manage and control large budgets.
- ▶ Extensive knowledge of Health and Safety legislation and procedures as related 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.
- ▶ Tertiary qualifications (or progress towards) or equivalent with relevant industry experience or equivalent combination.

2.2 DESIRABLE

- ▶ Experience in operating lighting, sound, or audio-visual equipment in live performance settings.
- ▶ Experience in a not for profit and/or government or educational environment.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ At various times throughout the academic year, the incumbent will be required to work outside of normal operating hours to ensure that the activities associated with Faculty events are delivered. This will be compensated as a time off in lieu (TOIL) arrangement.
- ▶ Due to the nature of the work, manual handling of equipment and furniture may form part of the day-to-day activities. Knowledge and ability to identify assess and control manual handling activities would support this aspect of the role.

2.4 LICENCE AND QUALIFICATIONS

- ▶ This position requires the following licences and/or qualifications as outlined below. Candidates must have all licences/qualifications listed as an Expected Skill.

Licence / Qualification	Expected Skill	Preferred	Desirable	Level
Drivers Licence	Yes			
Elevated Work Platform (EWP) Permit		Yes		
Licence to Perform High Risk Work			Yes	DG (Dogging)
Working with Children Check	Yes			
Construction Induction			Yes	
First Aid Level 2 & Mental Health First Aid		Yes		

2.5 COMPUTER SKILLS

- ▶ This position requires the ability to operate required computer software and programs including:

Software Application	Expected Skill	Preferred	Desirable	Level
Microsoft Office Suite: Excel, Word, Outlook	Yes			Advanced
AutoCAD		Yes		Intermediate
Vectorworks		Yes		Intermediate
Microsoft Teams, SharePoint, OneDrive	Yes			Advanced
TechnologyOne			Yes	Basic
Priava (or equivalent event management system)		Yes		Intermediate
ASIMUT			Yes	Basic

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Production Coordinator reports to the Artistic Operations Manager. The incumbent will be expected to work with a level of independence and be self-motivated, prioritise workloads and plan ahead. The incumbent must be able to demonstrate a capacity to work closely and collaboratively within the Artistic Operations Team and more broadly across the Performing Arts & Music Programs, the Faculty and the University environments in achieving cooperative outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to apply standard systems training and experience to solve problems and will also require independent problem solving and judgement skills to prioritise and manage day-to-day activities. The Production Coordinator will also be required to troubleshoot and carry out general duties as commensurate with the role.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

An ability to demonstrate a clear understanding of the University and the function and structure of the Faculty is essential. The incumbent is expected to develop and apply a detailed knowledge of the University's policies and procedures, as well as industry standard practices gained through professional expertise and acquired knowledge.

3.4 RESOURCE MANAGEMENT

The Production Coordinator will be responsible for managing resources, including staff, allocated project budgets and technical resources, in line with Faculty and University policies and procedures, and under the supervision of the Artistic Operations Manager

3.5 BREADTH OF THE POSITION

Frequently working with internal and external stakeholders, the position holder will deliver outcomes specifically for the Faculty and which are cognisant of broader University aims and Faculty operations. The responsibilities of the position are reasonably broad and varied requiring the appointee to liaise with a wide range of people by telephone, e-mail, and in person. The diversity of the responsibilities demands flexibility, the ability to work autonomously, and effective collegial attributes.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. *Other Information*

6.1 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at <http://finearts-music.unimelb.edu.au/>

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>