

# Production Manager

## Position Description

### The Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Production Management, Stage Management, and Safety/Training to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust’s strategic aims to:

- 1) Undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

### The Role

The position is responsible for providing production management services to presenters and hirers at Arts Centre Melbourne. The position provides support to the Senior Production Manager and will undertake the preparation, storage and distribution of all technical production information to the relevant teams to ensure safe and successful event delivery.

The position will interpret and communicate the artistic and technical requirements of productions assigned by the Senior Production Manager, and prepare CAD drawings, budget costing, production schedules and all other required planning materials.

This is a hands-on role working directly with the event delivery teams, managing the end-to-end production management process, maintaining the highest standards in event delivery and safety at all times.

**Leads, motivates and inspires a high performing Production team to deliver on Arts Centre Melbourne’s strategic goals and functional tasks.**

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|--------------------|--|
| Type               | Full Time  |
| Reports to         | Senior Production Manager  |
| Direct Reports     | None   |
| Salary/Hourly Rate | ACM Enterprise Agreement 2022 Band 4.1   |
| Key Relationships  | <i>Internal:</i> Production, Presenter Services, Programming, Facilities, Marketing and Finance teams<br><br><i>External:</i> Presenters, hirers, artists, other venues, suppliers.                          |
| Delegation         | Financial and people delegations as per current policy.  |
| Location           | Arts Centre Melbourne premises (subject to potential relocation)   |
| Other              | Performing Arts Employee under the ACM Enterprise Agreement 2022<br>Satisfactory completion of a National Police Check required<br>You will hold valid working rights in Australia (subject to verification) |
| Last Reviewed      | July 2024  |

## KEY CRITERIA

### Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

### Your qualifications and experience

- Relevant professional or tertiary qualification in Production, or equivalent professional experience in event or venue management.

### Your skills and attributes

- Experience in production and event management, with a keen eye for detail.
- Strong network within the theatre and event industry with key links to suppliers, agents, technical service providers and staffing agents.
- Skills and experience in the development and delivery of projects and the negotiation and delivery of successful outcomes within a complex environment.
- Capacity to identify best method approach from a range of options, especially under deadline pressures.
- A solid understanding of theatre venue operations and capabilities.
- Experience in the preparation of production schedules, event budgets and financial forecasting, as well as managing the financial outcomes inside budget.
- Well-developed expertise in relationship development and negotiation skills to reach successful outcomes.
- A complete working knowledge of current OH&S practices and an understanding of operational capabilities and legislative and policy requirements.
- The ability to provide both written and verbal information clearly, consistently and persuasively.
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.
- Strong detailed knowledge and experience in at least one backstage discipline.

### In the role you will

#### Accountabilities:

- Direct management of the bump in, rehearsals, performances and bump out of events ensuring the production schedule and budget are implemented as planned.
- Ensuring all presenters and hirer's technical requirements are considered and taken into account for event preparation and delivery.
- Negotiation and liaison with internal clients and external presenters to confirm technical and scheduling requirements.
- Development and issue of production schedules and crew requirements in collaboration with the Venue Operations team within agreed timeframes.
- Monitoring and updating of production budgets and alerting the relevant stakeholders of any significant changes
- Ensuring that all relevant production and financial information is accurately recorded in EBMS and that appropriate account management is maintained for identified stakeholders
- Reconciliation of budget post event and reporting requirements
- Developing, managing and reporting on event based OH&S risk assessments, ensuring relevant stakeholders comply with risk controls and the relevant OH&S standards.
- Actively suggesting improvements to further support success of the business unit goals and objectives.

- Actively seeking feedback on each performance and identifying development needs to the Senior Production Manager.
- Undertake post event review with Event Account Managers, Producers and the Venue Operations team.
- Attendance at and delivery of toolbox meetings with delivery teams to provide production specific advice and OH&S briefing and guidance.
- Interpretation of technical specifications and provision of advice, guidance and solutions to production related matters.
- Undertaking related duties as assigned by the Senior Production Manager

**Decision making:**

- Considerable autonomy is required to make decisions on day-to-day Production related issues and resolving any operational conflicts across the department.
- The position manages event-based budgets and contributes to their ongoing development.
- The position uses astute judgement in managing issues and balancing any conflicting demands of internal and external stakeholders.

**Systems:**

- A high level of computer-based skills including fluency with Microsoft Office software, Vectorworks, CAD and event/financial management (EBMS).

**Working environment/physical requirements:**

- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- May be required to work at height.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

**You demonstrate our values**

- **Leadership**
- **Creativity**
- **Accountability**
- **Equity & Inclusion**