



## POSITION DESCRIPTION

**Programs and Operations**  
Faculty of Fine Arts and Music

### **Production Manager (Programs and Events)**

<b>POSITION NO</b>	0034588
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$108,009 - \$116,906 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	James Hutchinson Tel +61 3 8344 5395 Email <a href="mailto:james.hutchinson@unimelb.edu.au">james.hutchinson@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Production Manager (Programs and Events) leads and coordinates the delivery of a comprehensive music and performing arts program on behalf of the Faculty. The incumbent will work with academic and professional staff to plan, budget and oversee delivery of its regular music, dance, music theatre and theatre programs and productions.

The Production Manager (Programs and Events) manages a team of Production, Program and Events staff within Programs and Operations. Programs and Operations includes production, technical, digital and workshop staff who facilitate the teaching and learning programs delivered by the Faculty of Fine Arts and Music. The incumbent will liaise and work closely with the Production and Technical Services Manager and staff across the Faculty, University and the Arts Industry to provide leadership across all performance and production.

The position requires a person with the necessary experience and competencies to undertake the key responsibilities of this role, and who is also willing to work in an educational environment where communication skills and the ability to work cooperatively as part of a wider team are essential.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Postgraduate qualifications (or progress towards) with extensive relevant experience (or equivalent combination)
- ▶ A record of success in arts administration and event management within the music and performing arts industry, across all genres
- ▶ Experience of leading a production team in delivering a comprehensive program of performances and productions, including arising national and international touring opportunities
- ▶ Experience of managing Front of House teams in the context of a public performance program
- ▶ Experienced in budget planning and management
- ▶ Demonstrated success working collaboratively with a wide range of colleagues and stakeholders to develop strong and lasting partnerships across the Faculty, University and with external stakeholders
- ▶ Experience of managing venue hire with third party organisations, including preparation of budgets, contracts and operational stewardship or partnerships
- ▶ Demonstrated ability to lead activities involving a wide range of stakeholders and to communicate effectively across multiple levels/hierarchies of a large organisation.
- ▶ Experience in supervising and motivating staff and managing performance to achieve outcomes.
- ▶ Foster a culture of continuous improvement across work practices.
- ▶ Highly developed communication and interpersonal skills, including skills in team and internal relationship building.
- ▶ Highly developed skills in problem solving
- ▶ A demonstrated understanding of OH&S and Risk Management practices and procedures

## ***2. Key Responsibilities***

### **2.1 PROGRAM MANAGEMENT**

- ▶ Lead development and implementation of a music and performing arts program that delivers the dual aim of achieving excellence in both content and accessibility for audiences.
- ▶ Oversee the delivery of the Faculty's music and performing arts programs, ensuring alignment with academic and research priorities.
- ▶ Oversee production and operational planning of Faculty music and performing arts events and special projects, including national and international tours.
- ▶ Oversee the scheduling of rehearsals, concerts and productions associated with the music and performing arts program using Faculty scheduling systems.
- ▶ Contribute to the development of a strategic, sustainable program that has national and international recognition.
- ▶ The occupant is expected to manage project activities of varying complexity, exercising judgement based on experience and knowledge.
- ▶ The incumbent must work collaboratively both within and external to the Faculty to achieve goals timely and effectively.

### **2.2 BUDGET PREPARATION AND MONITORING**

- ▶ Prepare casual technical and production staffing plans and monitor budgets providing timely response to requests by the P&O Manager or Finance team.
- ▶ Working to Faculty timelines and systems, prepare and manage annual music performance budgets.
- ▶ Manage discretionary program funding, ensuring new and future performance programs are aligned to agreed outcomes and resources available.
- ▶ Monitor, review and manage performance program delivery, ensuring financial outcomes meet or better program budgets.

### **2.3 STAFF EMPLOYMENT AND SUPERVISION**

- ▶ Setting clear performance expectations oversee and manage staff reporting to the role of Production Manager (Programs and Events).
- ▶ Manage staff Performance Development Framework (PDF) reviews and performance development.
- ▶ Ensure appropriate induction, instruction and demonstration is provided to staff in regard to performance program, facilities and resources.

### **2.4 GENERAL**

- ▶ Regular participation in and contribution to the Academic and P&O staff team meetings.

- ▶ Maintaining a network of professional, artistic and venue relationships that can be brought to bear on the concerts program
- ▶ It is expected that the Production Manager (Programs and Events) will undertake other duties, activities and responsibilities of a nature appropriate to the classification as may be determined in consultation with the Manager, Programs and Operations

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

This position works under the broad direction of the Manager, Programs and Operations. The incumbent will be expected to work with a high level of independence and be self-motivated, prioritise workloads and plan ahead. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent is expected to demonstrate innovative problem-solving skills, independence and initiative in finding solutions, as well as judgment about when to seek further advice. The incumbent will use their professional expertise and acquired knowledge to identify solutions to problems with varying degrees of complexity

#### **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

#### **3.4 RESOURCE MANAGEMENT**

The Production Manager (Programs and Events) will be responsible for managing resources, including staff, budget and technical resources, in line with Faculty and University policies and procedures, guided by the Manager, Programs and Operations

#### **3.5 BREADTH OF THE POSITION**

The position frequent interacts with internal and external stakeholder, including broader Faculty and University staff, external bodies, and students, as required. The incumbent will be required to interact effectively with a variety of stakeholders at all levels, both internal and external to the University, on a broad range of issues.

The incumbent will build local, national and international partnerships and nurture relationships with cross sectoral networks that support effective and efficient positioning of the Faculty's performance program

### ***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 and reach the targets of Growing Esteem.

## ***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:

<http://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>.

## 6.1 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.

## 6.2 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 <http://www.unimelb.edu.au/governance>