



## Position Description – Production Manager

### About Arts Centre Melbourne

Situated in the heart of Melbourne’s cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. Experience Australia’s best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

### About 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, 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

### About the Position

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.

#### Primary Purpose

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.

**Reports to** Senior Production Manager

**Direct Reports** None

<b>Key Relationships</b>	<b>Internal</b> Production, Presenter Services, Programming, Facilities and Finance teams
	<b>External</b> Presenters, hirers, artists, other venues, suppliers
<b>Position Type</b>	Full Time
<b>Salary Classification</b>	Band 4.1
<b>Financial Delegation</b>	As per the current Financial Delegation Policy

<b>Key Criteria</b>	
Qualifications	Relevant professional or tertiary qualification in Production or general management, or equivalent professional experience in event or venue management.
Experience	<ul style="list-style-type: none"> <li>• Experience in production and event management, with a keen eye for detail.</li> <li>• Strong network within the theatre and event industry with key links to suppliers, agents, technical service providers, riggers and staffing agents.</li> <li>• Skills and experience in the development and delivery of projects and the negotiation and delivery of successful outcomes within a complex environment.</li> <li>• Capacity to identify best method approach from a range of options, especially under deadline pressures.</li> <li>• A solid understanding of venue operations and capabilities.</li> <li>• Experience in the preparation of production schedules, event budgets and financial forecasting, as well as managing the financial outcomes inside budget.</li> <li>• Well-developed expertise in relationship development and negotiation skills to reach successful outcomes.</li> <li>• A complete working knowledge of current OH&amp;S practices and an understanding of operational capabilities and legislative and policy requirements.</li> <li>• The ability to provide both written and verbal information clearly, consistently and persuasively.</li> <li>• A high level of computer based skills including fluency with Microsoft Office software Vectorworks CAD and event/financial management (EBMS).</li> </ul>
Other (ie legal or physical)	<ul style="list-style-type: none"> <li>• General office work with a strong emphasis on computer usage and site work including outdoor and remote locations when required.</li> <li>• May be required to work at height.</li> <li>• Maybe required to travel from time to time to attend industry events and seminars.</li> <li>• Ability to make quick decisions under pressure</li> <li>• This role may be required to travel to other venues form time to time, both nationally and internationally.</li> </ul>

## 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 Senior Manager, Venue Operations 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 and the key technical delivery team managers.
- 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.
- The position uses astute judgement in managing issues and balancing any conflicting demands of internal and external stakeholders.