

JOB DESCRIPTION

Position Production Manager (Full Time)
Reports to Artistic Director

ABOUT

The Production Manager works closely with the Artistic Director, General Manager, Senior Producer and Yirra Yaakin's administration team.

The Production Manager supports the creative teams to realise their artistic vision of the shows by the safe, efficient and timely implementation of all production and technical aspects of the production.

Yirra Yaakin Theatre Company is a member of Live Performance Australia and acts in accordance with its membership obligations.

Externally, the Production Manager works with venues, co-producers, co-presenters, festivals, contractors, suppliers and sub-contractors as required for the delivery of productions and touring.

KEY RESPONSIBILITIES & DUTIES

Production Management

Work closely with the Artistic Director and General Manager in the development and timely delivery of all production and technical elements required for Yirra Yaakin Theatre Company productions including the following:

- Development of budgets for production and technical elements.
- Management of creative teams, production and technical staff and contractors throughout the delivery of Yirra Yaakin productions including the coordination of key milestones from design presentation through to final realisation of the production.
- Management of production costs within agreed budgets.
- Management of design and manufacture of sets, costumes, props and all other production elements.
- Management of the design and delivery of sound, lighting, AV and all other technical elements.
- Management of show seasons from rehearsals, bump in, technical rehearsals, season delivery and bump out as coordinated with venues and presenters.
- Provide monthly financial updates on creative developments, shows and tours.
- Conduct and document risk assessments on all new productions and tours.
- Review and provide feedback on policies and procedures to ensure high levels of safety and general efficiencies are maintained.
- Negotiate and manage the professional filming of all Yirra Yaakin productions in their premiere

season.

- Manage record keeping and archiving of all aspects of each production.
- Produce, manage and maintain technical riders for all productions.
- Contract and supervise casual production staff.
- Supervise stage management staff.
- Provide evaluation of production and technical staff and contractors to the General Manager as required.
- Manage production schedules and rosters for casual production and technical employees and contractors.
- Manage and maintain Yirra Yaakin's off-site warehouse.
- Manage storage of off-site set, costumes, props, equipment and materials.
- Manage and maintain Yirra Yaakin's inventory of technical equipment and maintain the asset register with the General Manager.
- Assist Senior Producer with technical and production negotiations and communications with venues and festivals as required.
- Work with the Senior Producer to facilitate debrief sessions after each production, season or tour to review financial, artistic, technical, audience and resourcing outcomes.

Touring

- Work closely with the Artistic Director and Senior Producer and the creative teams to ensure that all Yirra Yaakin productions are 'tour ready'.
- Manage production and technical communication with presenting venues including show specific venue plans, the provision of technical drawings, and any other production related or technical information as required.
- Manage freight, carnet and all other production related transport or logistic requirements.
- Travel with the show to attend bump ins and outs of productions as required.
- Regularly communicate with and support touring stage managers while on tours

Organisational Safety Awareness

- Take an active role in the ongoing development and implementation of Work Health and Safety policies and procedures of Yirra Yaakin Theatre Company.
- Ensure effective management of production staff or contractors including induction, training and implementation of Work Health and Safety policies and procedures.
- Adhere to all staff policies including the Code of Conduct, Working with Children and Work Health and Safety policies.

PERSONAL ATTRIBUTES

Qualifications/ Experience

A qualification and/or experience in one or more of the following: Technical Theatre, Stage Management, Lighting Design, Technical Design or Arts and Cultural Management

Key Competencies

- A strong interest and desire to work in an arts management leadership position with a least five years experience in the arts
- Sound knowledge of the performing arts industry
- A full understanding of all scale drawing, including venue plans, lighting plans, set design and construction plans, prop construction drawings as well section / elevation views of all the above
- Demonstrated ability to exercise excellent judgment, take initiative to work both autonomously and within a team environment.
- Sound knowledge of administrative procedures and office systems
- Excellent technical understanding of performing arts productions
- Computer skills including Word, Excel, Outlook
- Excellent oral, written and interpersonal skills
- Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures.
- Some travel and out of hours work will be required. (not in this section)

Desirable Experience

- Experience using Vectorworks or equivalent Computer Aided Design software packages to develop technical plans.
- Experience managing production and technical requirements for national touring of theatre productions including logistics and freight.
- Experience and understanding of Australian festivals and performing arts venues.
- Networks within the Australian performing arts sector freelance technical and production personnel.
- Experience in preparing new productions for extensive long-term touring.
- A "B" Class Drivers License or better.