
PRODUCTION MANAGER

Company Profile

Our Vision

To be the best theatre company in Australia and lead the cultural conversation.

Our Mission

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

About MTC

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector.

MTC employs over 500 artists and industry professionals each year (with approximately 96 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

Purpose of the Position

The purpose of this role is to production manage specifically assigned shows in order to achieve the creative team's vision while ensuring the most effective use of staffing and materials resourcing in the realisation of the technical elements of the designs within the agreed budget, time and technical parameters.

Key Relationships

This position is a member of the Production Department, reporting directly to the *Technical & Production Director* and will be supervised by and work in close collaboration with the *Senior Production Manager*. For the purpose of this Position Description the term "Supervisor" is deemed to encompass both of these senior roles.

To be effective, the PRODUCTION MANAGER must work in conjunction with a range of other Production department managers including the *Technical Manager – Lighting & Sound*,

Technical Manager – Staging and the Heads of Workshop, Props, Scenic Art and Wardrobe. The PRODUCTION MANAGER will also be involved in an iterative negotiation/communication process with Creative Team (inc directors, designers) to develop and implement the staging strategy for each individual production.

Responsibilities

Working closely with the Supervisor the PRODUCTION MANAGER is responsible for managing and coordinating all technical aspects of staging a Production during the pre-production phase through to delivery to the venue and to the end of the season.

The aim of the role is to production manage assigned shows, ensuring the most effective use of people and systems in the realisation of the technical elements of the designs within the agreed budget, time and technical parameters. Within an entire season, the PRODUCTION MANAGER is usually working on three or four productions at once.

Responsibilities include, but are not limited to:

1. Budgets and Resource Allocation

- Assist the Supervisor, with coordinating allocated resources, timeframes and other essential artistic, technical and contractual parameters to be implemented on each production.
- Maintain accurate budgets, advising the Supervisor of any changes to original planning and costing of projects.
- Ascertain estimated costs of production requirements, whether items are purchase, hired or built and advise the Supervisor accordingly.
- Ensure any changes or problems that have a budgetary impact are relayed promptly (and with recommendations) to the Supervisor for approval and authorisation.

2. Manage Design Implementation

- In conjunction with the Supervisor, Technical Manager – Staging, Technical Manager – Lighting & Sound, Department Heads, specialist contractors and touring company staff, interpret the Design to ensure ambitious requests are feasible and clearly communicate to the Creative team and MTC management all relevant concerns.
- Work with Production Departments to prioritise needs, adhere to and maintain departmental, organisational and production deadlines.
- Work with Production Departments to establish and sustain clear lines of communication.
- Arrange, run and minute (including distribution of minutes) regular production meetings with Creative and Production Staff.
- In consultation with Production Departments, Creative teams and touring company staff assist with the sourcing of production requirements.
- Produce detailed fully deliverable budget, risk assessment and schedules for recommendation to the Supervisor
- Progressively monitor expenditure, development of manufacture and negotiate modifications of the Design as required.
- Work with Box Office to identify and resolve any sightline issues.

- Liaise with stage management to prepare rehearsal room requirements
- Identify critical issues through rehearsal notes, workshop meetings and disseminate information in a timely manner.

3. Manage Bump in/out

- Ensure bump-in/out and touring issues are identified and addressed.
- Develop and implement technical, transport and staffing schedules.
- Coordinate production requirements with Southbank Theatre, Arts Centre Melbourne and other theatre venues within set timelines.
- Manage (in conjunction with the Technical Manager – Staging, Technical Manager – Lighting & Sound and Department Heads) the bump in/out process including fit-ups, attend technical and other rehearsals.
- Attend all technical rehearsals and preview performances up to opening night

4. Environment Health and Safety

- Work with the Supervisor, Technical Manager – Staging, Technical Manager – Lighting & Sound, Department Heads, EHS Coordinator and specialist contractors to evaluate EHS issues arising from the set design and potential risks during the manufacture period, Bump-in/out and in the staging of the show.
- Participate in Risk Assessment discussions at each phase of the design process and implement control measures.
- Manage EHS processes relevant to the shows and the Production Department as required.

5. Touring

- Assessment of staging requirements for productions that may tour and keep the Supervisor informed of any associated costs.
- Assessment of touring venues.
- In consultation with the Supervisor, Technical Manager – Staging, Technical Manager – Lighting & Sound and Department Heads, prepare Technical Riders and supporting documentation to distribute to touring venues.
- In consultation with the Supervisor, Technical Manager – Staging and Technical Manager – Lighting & Sound, prepare touring bump in schedules detailing local crew requirements.
- Attend touring bump-in/out.

6. Other duties

- Work with Stage Management teams to facilitate communication between rehearsal room, workshops and theatre.
- Managing technical changes throughout the season.
- Maintain accurate records adhering to MTC policy.
- Other duties as required by the employer which are within the knowledge, skills and capabilities of the employee, including duties at a lower classification; provided that this does not promote de-skilling.

Skills & Attributes

The position requires someone who enjoys being organised, has extremely effective people and communication skills and is able to generate and maintain thorough documentation.

The key requirements for this role are:

- Minimum of seven years relevant industry experience, preferably within a producing theatre company.
- Excellent leadership skills with a proven ability to lead teams and manage people.
- Excellent communication skills both oral and written.
- Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.
- The ability to remain calm, professional and positive in a high-pressured position where time and resources are limited and artistic expectation are high.
- The ability to work collaboratively as well as alone with the initiative to take on tasks.
- Capacity to negotiate with sensitivity and patience with a creative approach to problem solving.
- Planning and organisational skills.
- Excellent computer and keyboard skills. (inc Word, Excel, Access)
- Knowledge in the use of AutoCAD
- Knowledge and practical experience with Set Design and Construction.
- Knowledge and practical experience with Costume Design and Construction.
- Good knowledge of rigging, stage automation, lighting, sound and projection.
- Understanding and ability to implement quality control techniques.
- Strong financial management skills with a proven ability to manage and control large budgets.
- Accountability and responsibility for enabling the achievement of business goals within budgetary guidelines.
- Demonstrated capacity to meet deadlines and allocate work.
- Extensive knowledge of theatre practices, theatre terminology, theatre etiquette and theatre craft is essential.
- Full current Driver's Licence is essential
- Level 2 First Aid Certificate (Preferred)
- Dogging, Forklift, EWP and Rigging Licences (Preferred)
- A high level of understanding of Workplace 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.

Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual.
- Adopt work practices that support EHS programs.
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor.
- Must not wilfully place at risk the health or safety of any person in the workplace.
- Participate in meetings, training and other environment, health and safety activities.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- Wear personal protective equipment as provided.
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse.
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation.

Conditions

MTC is smoke-free, family friendly employer and a dog friendly workplace.

The position is covered by the *Melbourne Theatre Company Production and Theatre Services Employees Agreement 2015-2017* set at *Level 6*, and other Melbourne Theatre Company Policies and Procedures as they apply.

The position is offered on a full-time and ongoing basis. Ordinary hours of work are 37.5 per week, Monday to Saturday. Overtime is payable under the Agreement and the use of flexitime is encouraged to balance work and personal needs.

The PRODUCTION MANAGER will be required to work flexible and often long hours, particularly during the course of Production Week.

Conditions include four weeks annual leave per annum, 10% superannuation and complimentary theatre tickets.

Access and Inclusion

MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

VERSION CONTROL			
Document Name:	Position Description - Production Manager	Approved by:	Technical and Production Director
Department	Production	Approved Date:	
Author:	Technical and Production Director, Senior Production Manager, Production Administrator	Effective Date:	1-Aug-2017
File Name:	Production Manager PD2017 v05	Next Review Date:	1-Aug-2018
Document Version:	V5	Status:	Final - Published