

SYDNEY FESTIVAL

Sydney Festival is a celebration of Sydney during the summer holiday month of January. It is one of Australia's largest annual cultural events and has an international reputation for modern, popular and contemporary programming spanning all art forms including opera, dance, theatre, music, visual arts and large-scale free outdoor events.

Title	Production Manager
Contract	3 years
Salary	By Negotiation
Reports to	Head of Production

1. PURPOSE OF POSITION

The Production Department is charged with planning and delivering the technical operations of the Festival. The Production Manager manages and maintains the systems used to facilitate this delivery and is actively involved in delivering, and managing staff who deliver these operations.

2. ORGANISATIONAL RELATIONSHIPS

A. Position titles of supervisors

Head of Production

B. Other positions also reporting to supervisors

Domain Manager
Production Co-ordinators
Logistics Co-ordinators
Event Co-ordinators

3. NATURE AND SCOPE OF WORK PERFORMED

A. Work performed

- Communicate with designated theatre, dance and music companies to ascertain and execute their production requirements.
- Create and adjust production schedules within the Festivals planning database (POSE) in accordance with this communication.
- Participate in the planning and layout of new events and event sites.
- Create and modify CAD plans in Vectorworks for events as required.
- Organise production meetings with theatre technical managers, regarding Sydney Festival proposed scheduling and staff levels.
- Supervise rehearsal bump-ins / bump-outs as required
- Source appropriate venues for rehearsals as required
- Keep comprehensive digital files on all productions accessible
- Oversee the co-ordination of all international & local freight movements

**SYDNEY
FESTIVAL**

- Supply timely information of all freight movements including quantity, exit ports, arrival & departure dates for submission to AQIS and Australian Customs
- Inform all incoming companies that they must reasonably comply with Australian Safety and Quarantine Requirements and supply information to assist them with compliance.
- Oversee the co-ordination, hire & return of all required technical equipment
- Obtain quotes for the provision of equipment, supplies and services.
- Identify new suppliers / companies / venues as appropriate
- Brief, oversee & assist nominated Production and Event Co-ordinators, to ensure Production Department systems are understood and adhered to.
- Oversee the hire & supervision of casual crew
- Supervise event budgets as required using Sydney Festival ordering system and report any budget deviations to Head of Production.
- Supervise petty cash allocation to Event Co-ordinators
- Manage the Risk identification and documentation for all events in the Festival.
- Manage the creation and implementation of the Festival WH&S systems.
- Oversee or complete applications to public authorities for permits as required
- Oversee or complete event safety paperwork in consultation with Head of Production
- Maintain POSE venue / supplier database for production department
- Liaise with other Sydney Festival departments regarding inputting of required information into POSE to ensure comprehensive and correct schedules are produced
- Oversee information input into POSE regarding daily transport and crew schedules
- Assist Head of Production with completion of checklists relating to assigned events
- Complete annual inventory of Sydney Festival store & oversee maintenance as required
- Supervise allocation of store stock between events as required
- Manage hires from store stock as required
- Report to Head of Production any changes / occurrences which affect the budget, safety or quality of any event
- Prepare a comprehensive report at end of each festival after consultation with appropriate bodies and individuals involved with approving or mounting events, and recommend future actions

4. SKILLS AND EXPERIENCE

A. Essential skills

- Highly developed CAD drawing skills and an interest in CAD. Vectorworks is our installed system.
- Production scheduling for complex production environments.
- Good understanding of a wide array of Technical equipment and venue styles.
- Ability to work as part of a team as well as independently.
- Ability to think tactically and strategically as well as problem solve in a highly pressured, deadline-driven environment.
- Driver's license.

B. Experience

- Live event Production Management experience of at least 5 years.

C. DESIRABLE

- Experience working for an arts festival or in the not-for-profit arts sector.
- Forklift license.

6. APPLYING FOR THE POSITION

Applications for the position should include the following information:

Personal Details

- Full name
- Address
- Contact telephone number
- Email address

Curriculum Vitae covering

- Details of relevant positions held, including dates, responsibilities and key achievements
- Details of education, professional training and qualifications
- Any other relevant information

Candidate's Statement

- A brief statement containing an outline of what you bring to the role.

Referees

- Contact details of three referees including name, relationship to candidate, current telephone number and email address
- Please note that referees will not be contacted until after consultation with the candidate and only if the candidate proceeds to the shortlist phase. It is the candidate's responsibility to ensure that their referees are willing to provide oral reports when contacted.

Applications close on September 12 2016 and should be emailed to the Head of Production, john.bayley@sydneyfestival.org.au.

**SYDNEY
FESTIVAL**