

**OUR PURPOSE**

To make City Recital Hall a performing arts centre renowned for its inclusive contemporary and classical music programming, elevated audience experience, and world-class acoustics.

**Our Values**

- **Connection** – Live music connects people
- **Imagination** – Creativity produces better performances
- **Excellence** – Reputation is built through excellence
- **Sustainability** is the key to lasting impact

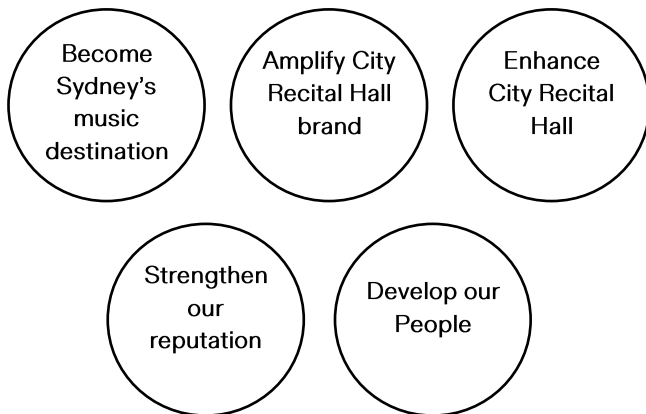
**MY PURPOSE**

The Production Manager brings strong organisational, technical and leadership qualities to proactively manage technical production, staff resourcing and event budgets.

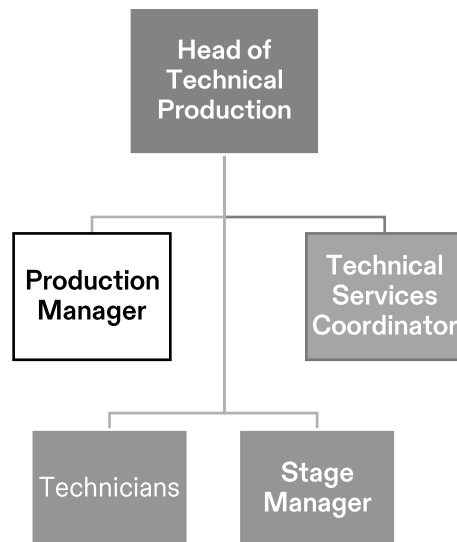
The role manages production planning from preliminary discussions and production meetings to delivering the event on the day to facilitate bringing the artist’s vision to the stage. It provides active operational leadership during performances.

Flexible working hours are required, including evenings and weekends, based on performance schedules in the venue.

**OUR STRATEGIC FOCUS AREAS**



**REPORTING LINE**



**KEY RELATIONSHIPS**



## MY RESPONSIBILITIES

### Responsibilities

#### Duties

- Interpret and communicate the artistic requirements of productions into cost-effective technical solutions
- Act as the single interface point for technical production services for both clients and staff, and oversee and coordinate event delivery on the day
- Effectively manage the collection, documentation and distribution of technical production information and CAD drawings to ensure successful event delivery
- Develop and manage production budgets, attend and chair production meetings for internal and external event stakeholders

#### Performance Indicators

- Efficient and cost-effective event production
- Creatively sound production solutions
- Strong relationships developed with clients, suppliers, management, and crew

## MY ATTRIBUTES, SKILLSET AND BEHAVIOUR

### Criteria

#### Essential

- Demonstrated technical production management experience in a live performing arts environment
- Project management skills including demonstrated time management and prioritisation skills, and the ability to manage several events simultaneously, meet strict deadlines and forward plan
- Demonstrated experience developing and managing event production budgets
- Exceptional team leadership ability in a complex work environment, including conflict management and negotiation skills
- Understanding of WH&S systems and processes, and writing and interpreting risk assessments
- Sound decision making and troubleshooting skills

#### Desirable

- Intermediate ability to draft technical drawings and stage plans in Autocad (or equivalent drawing program)
- Industry specific software experience (event management and rostering systems experience highly desirable) including Artifax, TANDA and Microsoft Office or similar
- Technical operational and problem-solving skills

#### Experience

- Minimum 5 years' experience in production management, technical or event management

### Attributes and Behaviours

#### Connection

- Communicate with efficiency and positivity

#### Imagination

- Interpret creative requests into technical specifications

#### Excellence

- Solve problems strategically to achieve consistent quality

#### Sustainability

- Self-manage hours and workload to ensure resilience

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_