

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

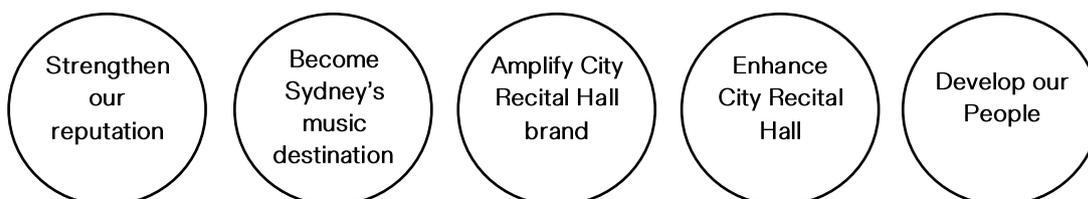
MY PURPOSE

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

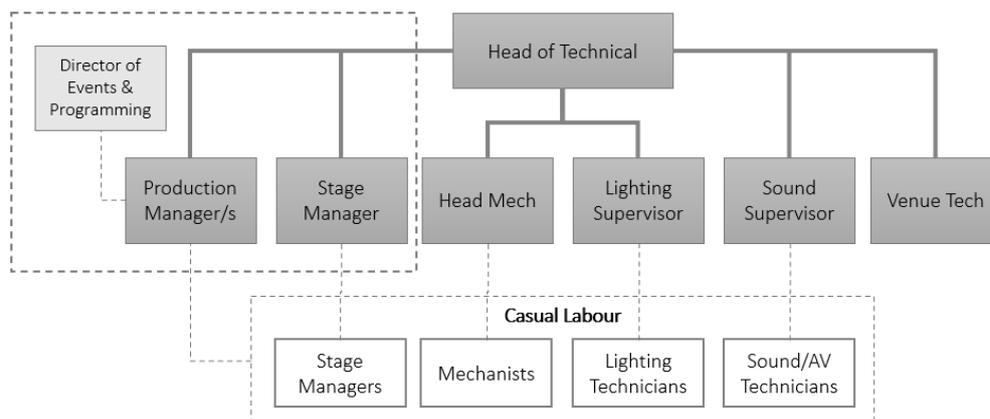
The role manages production planning from preliminary discussions and production meetings to delivering the event on the day to facilitate bringing the artist’s vision to the stage. It provides active operational leadership during performances.

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

Duties

- Interpret artistic and client requirements into safe, efficient and commercially viable technical delivery.
- Act as the production liaison between Technical Services, Programming & Events and external stakeholders to ensure seamless information flow.
- Act as the lead technical consultant during the onboarding phase to provide clients with realistic, high-quality production solutions that align with both their creative vision and City Recital Hall's commercial goals.
- Lead technical advancing process for all performances, ensuring accurate collection and distribution of production documentation.
- Produce detailed technical drawings, stage layouts and system plans using VectorWorks (or equivalent) to facilitate event delivery.
- Collaborate with the Programming & Events team to finalise event feasibility, ensuring all technical quotes and labour forecasts are approved by the relevant Producer/Event Manager or Director prior to client commitment.
- Develop, quote, manage and review production budgets, proactively identifying cost-saving opportunities or potential overruns.
- Optimise crew allocations and monitor overtime to ensure labour efficiency remains in line with employment awards, budgets and operational needs.
- Chair production meetings, fostering a culture of clear, consistent and proactive communication among all stakeholders.
- Provide leadership and supervise technical staff and contractors during event delivery and maintenance activities.
- Manage production-related maintenance and contribute to CAPEX project planning and implementation of system upgrades.
- Lead WHS compliance, including preparation of event-specific risk assessments and promotion of a "safety-first" culture.
- Support post-event review processes and continuous improvement initiatives

Performance Indicators

- Events delivered safely on time and within approved budgets.
- Accurate and commercially sound quoting and labour forecasting.
- High-quality technical documentation and production planning.
- Strong working relationships with clients, artists, suppliers and internal teams.
- Effective supervision and coordination of technical staff.
- Compliance with WHS policies and risk management standards.
- Positive client feedback and repeat business outcomes.
- Contribution to continuous improvement and technical system development.

MY ATTRIBUTES, SKILLSET AND BEHAVIOUR

Essential

- Minimum 7+ years' experience in production management in the music, performing arts or festivals sectors.
- Strong project management and problem-solving skills.
- Extensive knowledge of lighting and vision systems.
- Advanced ability in use of VectorWorks, AutoCAD (or equivalent drawing program).
- Good financial and commercial acumen.
- Strong stakeholder management in order to balance creative vision and operational constraints.
- Competency across live production audio, communications and staging systems.
- Knowledge of WHS compliance and risk assessments.

Desirable

- Industry specific software experience including Artifax, Human Force, Microsoft 365 or similar.
- Rigging certificate and/or and/or First Aid certificate.
- Tertiary education in Technical Production

ACKNOWLEDGEMENT

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:** _____