

**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

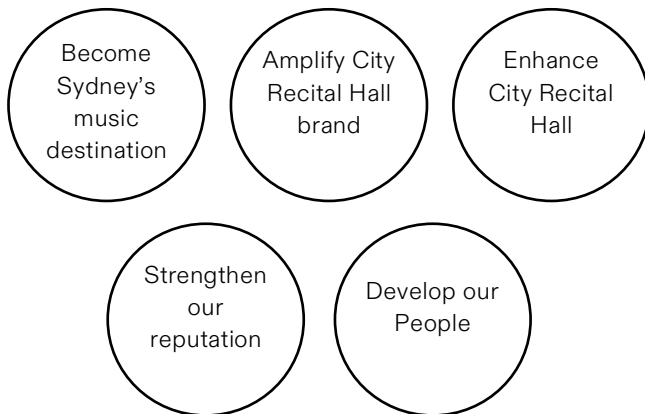
**MY PURPOSE**

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

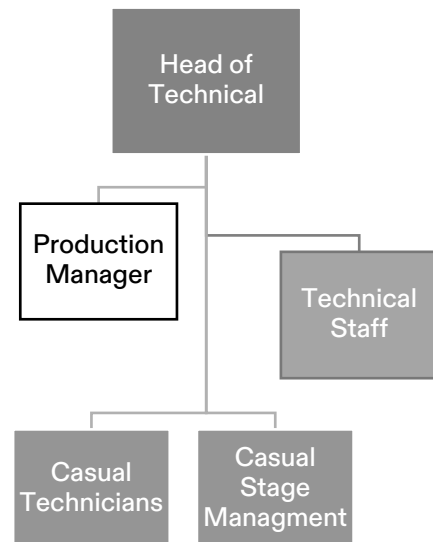
The role manages production planning from preliminary discussions and production meetings to delivering the event on the day to facilitate bringing the artist’s vision to the stage. It provides active operational leadership during performances.

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****Responsibilities****Duties**

- Interpret and communicate the artistic requirements for all contemporary, corporate, and theatrical productions into a cost-effective, technical event delivery.
- Acting as the primary interface between technical services, production, and relevant internal stakeholders (Event Management & Programming Team) and external stakeholders, whilst overseeing and coordinating event delivery on the day.
- Effectively manage the collection and the distribution of all production documentation and using accurate VectorWorks drawings to ensure the success of all technical event delivery.
- Develop and manage production budgets, attend, and chair production meetings between internal and external event stakeholders.
- Provide day to day production administrative support and advice to internal stakeholders.
- Management of production and technical maintenance projects.
- Leadership of casual and technical staff with in-venue supervision on event delivery, and maintenance projects.

**Performance Indicators**

- Efficient and cost-effective event production.
- Creatively sound production solutions.
- Strong relationship development with clients, suppliers, management, staff, and crew.
- Consistent written and verbal communication, with effective interpersonal skills.

**MY ATTRIBUTES, SKILLSET AND BEHAVIOUR****Criteria****Essential**

- Minimum 5 years' experience in production management in the music, performing arts or festivals sectors.
- Project management skills including demonstrated time management and prioritisation skills, and the ability to manage several events and projects simultaneously, while meeting strict deadlines with forward planning.
- Advanced ability to draft technical drawings and stage plans in VectorWorks, AutoCAD (or equivalent drawing program)
- Demonstrated experience developing and managing event production budgets.
- Exceptional team leadership ability in a complex work environment, including conflict management and negotiation skills.
- Competency across theatrical staging equipment, lighting, audio visual and communications systems
- Understanding of WH&S systems and processes and writing and interpreting risk assessments.
- Sound decision making and troubleshooting skills.
- Strong written and verbal communication skills.

**Desirable**

- Industry specific software experience including Artifax, Human Force, Microsoft 365 or similar.
- Technical operational and problem-solving skills.
- Rigging certificate and/or Electrical License and/or First Aid certificate

**Attributes and Behaviours****Connection**

- Communicate with efficiency and positivity.

**Imagination**

- Interpret creative requests into technical solutions and specifications.

**Excellence**

- Solve problems strategically to achieve consistent and exceptional event delivery.

- Self-manage hours and workload to ensure resilience.

**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: \_\_\_\_\_