
PRODUCTION MANAGER

Company Profile

Our Vision

To be the leading theatre company in Australia, reflecting the changing world around us and enriching lives in a way only great theatre can.

Our Mission

To create exceptional theatre, relevant to our times, for the broadest possible audience.

Our Values

- Excellence: In every aspect of our producing theatre and our operations we are as good as it gets.
- Relevance: We are relevant to the lives of audiences and artists in this 21st Century.
- Innovation: We innovate in theatrical practice and all our operational endeavours, recognising that innovation requires risk and sometimes failure.
- Growth: We expand our audience reach by presenting great theatre to as much of humanity as possible.
- Sustainability: We plan and execute strategies which expand and extend our revenue streams to ensure our survival and growth into the future.
- Diversity: We honour and reflect the diversity of our society through the stories we tell, and the artists who tell them, to ensure MTC is one of the principal storytellers for all Australians.

Purpose of the Position

The role of the PRODUCTION MANAGER is to lead the Production Team to achieve the Creative Team's vision for specifically assigned Productions and Events. The PRODUCTION MANAGER must ensure the most effective use of staffing and materials resourcing in the realisation of Productions and Events within the budget, time, technical parameters and Health & Safety.

Key Relationships

This position is a member of the Production Department, reporting directly to the *Technical & Production Director*, working in close collaboration with the *Senior Production Manager* and *Seasonal Production Managers*.

The PRODUCTION MANAGER manages their assigned Stage Management teams (*Stage Manager*, *Deputy Stage Manager* and *Assistant Stage Manager/s* where applicable) for matters relating to their designated Productions and Events. All Stage Management staff report to the *Technical & Production Director* on employment and governance matters.

The PRODUCTION MANAGER works in conjunction with a range of other Production Department staff including the *Technical Manager – Lighting & Sound*, *Technical Manager – Staging & Design*, *Production Administrators*, *Props Buyer* and the Heads of *Workshop*, *Props*, *Scenic Art*, *Costume* and the *Health & Safety Coordinator*.

The PRODUCTION MANAGER is engaged in a collaborative working relationship with *Creatives* (inclusive of *Directors* and *Designers*) to develop and implement the staging strategy for each individual Production.

Duties & Responsibilities

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

The PRODUCTION MANAGER is required to refer and adhere to the MTC Production Management Checklist to ensure all duties and responsibilities are fulfilled.

Duties and responsibilities include, but are not limited to:

1. Budgets and Resource Allocation

- As needed, assist the *Technical and Production Director* and MTC Management Team with any research or development of future productions.
- Coordinate allocated resources, timeframes and other essential artistic, technical and contractual parameters to be implemented on each Production.
- Maintain accurate budgets, regularly updating the *Technical & Production Director* of any changes to original planning and costing of Production Requirements.
- Ascertain estimated costs of Production Requirements, whether items are purchased, hired or built and advise the *Technical & Production Director* accordingly.
- Ensure any changes or problems that have a budgetary impact are relayed promptly (and with recommendations) to the *Technical & Production Director* for approval and authorisation.

2. Design Implementation and Pre-Production

- With the *Technical and Production Director* set parameters for the *Creative Team* with the aim, as far as possible, that the design process does not result in a proposal that exceeds the allocated resources.
- In conjunction with the *Technical & Production Director*, *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound*, *Department Supervisors*, specialist contractors and touring company staff, interpret the Design Elements to ensure ambitious requests are feasible and clearly communicate to the Creative team and MTC Management all relevant concerns.
- Assess Design Elements to identify and address issues relating to use of copyright materials or resources. Work with the *Associate Producer* and *Creatives* to devise a strategy to ensure necessary rights/permissions are secured for all such content/materials prior to defined deadlines.
- Produce detailed budget, based upon the manufacture/sourcing estimates, schedules and running costs for recommendation to the *Technical & Production Director*.
- 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 relating to cross departmental Production Requirements to facilitate necessary collaborations.
- Arrange, run and minute Design Meetings and Presentations with *Creatives*, Production and relevant Company staff, adhering to the prescribed design process, or as required.
- Give guidance to the *Creatives* in relation to the risk management of any Design Elements.

- Provide, by way of a return brief, feedback to the *Creatives* during the design process; negotiate any compromises or alterations required to make budget and steer the production to fit in the schedule and set parameters. In consultation with Production Departments and *Creatives*, assist with the sourcing of Production Requirements.
- Progressively monitor expenditure, development of manufacture and negotiate modifications of the Design Elements as required.
- Work with Ticketing to identify and resolve any sightline issues or necessary seat holds for the Preview/Performance Season.
- Liaise with Production Department staff, Stage Management and *Creatives* to prepare rehearsal room requirements.
- Brief the assigned Stage Management team on the status of the Production, Design Parameters, Health & Safety and the evolution of Production Requirements devising strategies for moving forward.

3. Rehearsals

- Liaise with all relevant Production Departments and Stage Management to ensure Rehearsal Room set-up is completed.
- Support the Stage Management teams and *Creatives* throughout the rehearsal period.
- Arrange, run and distribute minutes for regular production meetings with *Creatives* and Production staff.
- Identify critical issues through rehearsal notes, workshop meetings to disseminate information and ensure notes are actioned in a timely manner.
- Attend rehearsals as required to ensure familiarity with rehearsed actions and use of Design Elements.
- Ensure *Creatives* adhere to their Design Deliverables deadlines, negotiating and communicating adjustments if required.
- Ensure all documents relating to venue handover are prepared and distributed in a timely manner, including plans, hanging plots, schedules and risk assessments.
- Conduct a Venue Handover/Bump-in meeting with relevant stakeholders.

4. Production Week – Manage Bump-in

- Ensure any potential issues relating to the Bump-in are identified and addressed in advance of the Bump-in commencing.
- Develop, distribute and implement technical, transport and staffing schedules in consultation with *Technical Managers* and relevant stakeholders according to prescribed deadlines, ensuring the most efficient use of resources and in consideration of all relevant EBA's/Awards.
- Coordinate Production Requirements with Southbank Theatre, Arts Centre Melbourne and other theatre venues to ensure bump-in, technical/dress rehearsal and preview requirements are met.
- Ensure Daily/Sessional Tool box Meetings are conducted.
- Complete staff/Creative inductions as required.
- Manage (in conjunction with the *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound* and Supervisors) the bump in/out process including fit-ups.
- In conjunction with Stage Management Team, induct the Cast into the venue and familiarise them with the set and backstage areas before the first stage call.

- Ensure all staff, particularly Stage Management, Show Crew and Cast Members, are aware of the relevant Emergency Response procedures.
- Collate and publish Technical Notes daily, ensuring all technical notes and schedule changes are clearly communicated in a timely manner.
- Ensure the H&S Walkthrough and Checklist is completed and signed off before the first technical rehearsal and all cast pathways are adequately lit and safe for travel.
- In conjunction with the Stage Management Team and *Creatives*, manage all Technical Rehearsals, Dress Rehearsals and preview performances up until Opening night. Ensure Cast members and Show Crew are briefed and kept up to date regarding any situation change that occurs between their calls for Technical Rehearsals, Dress Rehearsals or Performances, particularly if the change may have an impact on their health and safety.
- Ensure effective communication between Management and operational staff of performance venues.
- Keep the *Technical & Production Director* and Management aware of any delays or issues which may delay the completion of Production Requirements or impact the performance schedule.
- Finalise all Production Requirement details, status updates and budgetary information in PlayON.

5. Performance Season

- Monitor Show reports and ensure notes are actioned in a timely manner, and outcomes communicated to Stage Management Teams.
- Support the Stage Management Team to maintain the artistic integrity of the Production and the Company.
- Maintain venue communications as required.
- Manage any technical changes required throughout the season.
- Schedule Production Debrief and collate a Production Report.
- Facilitate/Manage any additional activity relating to the Production during the season in the performance venue, particularly; maintenance tasks, additional rehearsals, promotional or filming activity, captioned performances, signed performances or the completion of any further documentation required for the Production, such as set photos.
- Arrange the archival recording.

6. Manage Bump-out

- Ensure any potential bump-out and touring issues are identified and addressed in advance of the Bump-out commencing.
- Develop and implement technical, transport and staffing schedules in consultation with relevant departments. Manage (in conjunction with the *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound* and Supervisors) the bump-out process including load outs and storage/disposal arrangements.
- Coordinate Production Requirements with Southbank Theatre, Arts Centre Melbourne and other theatre venues to ensure Bump-out requirements are met.

7. Post-Production

- Ensure Stage Management have archived all relevant show documentation, according to archival procedures.
- Ensure all final Production Requirement and Budgetary information is recorded in PlayON.
- Attend Stage Management De-brief.

8. Staffing

- Create and publish rosters for all assigned Stage Management teams for the duration of their engagement, in accordance with the Rostering Guidelines, EBA and contractual agreements.
- Manage workload of the assigned Stage Management teams as per their position descriptions and according to the needs of the Production or Event.
- In conjunction with *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound*, and *Production Services Manager*, ensure that Stage Management teams are provided with Show Crew allocation information relevant to each performance season, including allocation of any Swing Operators, providing updates as required.
- In consultation with the *Stage Management team and Venue staff*, determine the set-up and pack-up time required for each performance call, and ensure staff are rostered accordingly.
- Maintain and develop professional relationships with staff at all MTC performing venues including the Southbank Theatre.

9. Health and Safety

- Ensure thorough Risk Management of all aspects of each Production/Event. In consultation with the *Creatives*, *Technical & Production Director*, *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound*, Department Supervisors, *Health & Safety Coordinator* and specialist contractors, evaluate Health and Safety issues arising from the set design and potential hazards during the manufacture period, Rehearsals, Bump-in/out and in the staging of the show.
- Participate in Risk Assessment consultations at each phase of the design process to produce a Risk Assessment and implement control measures, adhering to relevant H&S Policies and Procedures.
- In conjunction with *Stage Management* and *Company Management*, maintain and develop relationships with MTC preferred specialist contractors relating to specific H&S requirements. (e.g. weapons, fight choreography, voice pathology, physiotherapy) and ensure all relevant documentation recording their involvement is produced and maintained.
- Manage Health and Safety processes relevant to the shows and the Production Department as required.

10. Touring (when allocated)

- Assessment of Production Requirements for Productions that may tour and keep the *Technical & Production Director* informed of any associated costs.
- Assessment of touring venues including site visits and meetings as required.
- In consultation with the *Technical & Production Director*, *Technical Manager – Staging & Design*, *Technical Manager – Lighting & Sound* and Department Supervisors, prepare Technical Specifications and supporting documentation to distribute to touring venues.
- In consultation with the *Technical & Production Director*, *Technical Manager – Staging & Design* and *Technical Manager – Lighting & Sound*, prepare touring bump in schedules detailing local crew requirements.
- As required, attend touring bump-in/outs.

11. Other duties

- Work with Stage Management teams to facilitate communication between rehearsal room, the Production Department and performance venue.
- Maintain accurate records adhering to MTC policy.
- Attend Department meetings and provide reports as required.

- Other duties as required by the employer which are within the knowledge, skills and capabilities of the employee.

Skills & Attributes

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

The key requirements for this role are:

- Relevant industry experience (minimum four years), preferably within a producing theatre company, enabling the role to be performed effectively.
- Proven ability to lead teams and manage people.
- Excellent communication skills both oral and written.
- 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.
- The ability to engage in extensive consultation with internal and external stakeholders.
- Knowledge and practical understanding of:
 - Set Design and construction
 - Costume Design and construction
 - Rigging, stage automation, lighting, sound and projection
- Understanding and ability to implement quality control techniques.
- A sympathetic approach to theatre design and aesthetics.
- 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.
- A High level understanding of Industry Awards including LPA.
- Extensive knowledge of 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.

Licence and Qualifications

This position requires the following licences and/or qualifications as outlined below. Candidates must have all licenses/qualifications listed as an Expected Skill, whereas training will be provided by MTC to permanent ongoing staff for Preferred items if they are not already obtained.

Desirable items are beneficial to have, but not essential. As Required items may be provided by MTC if a need arises during the period of engagement.

Licence / Qualification	Expected Skill	Preferred	Desirable	As Required	Level
Drivers Licence	YES				
Elevated Work Platform (EWP) Permit		YES			(VL, SL, BL).
Licence to Perform High Risk Work			YES		LF (Forklift)
Licence to Perform High Risk Work			YES		DG (Dogging)
Working With Children				YES	
Construction Induction		YES			
First Aid Level 2		YES			

Further training opportunities may be available during the period of engagement subject to application and approval.

Computer Skills

This position requires the ability to operate required computer programs including:

Software Application	Expected Skill	Preferred	Desirable	As Required	Level
Microsoft Office Suite: Word, Excel, Outlook.	YES				Adv
Microsoft Office Suite: Access		YES			Int
AutoCAD			YES		Beg

Work Environment / Physical Requirements

This position requires the following physical tasks and environmental conditions. The frequency rate is as follows:

5 = Occurs multiple times per day, **4** = Occurs daily, **3** = Occurs weekly, **2** = Occurs occasionally, **1** = Occurs rarely.

CONDITION/ACTIVITY	FREQUENCY RATE				
	5	4	3	2	1
Manual Handling – under 10kg		X			
Manual Handling – above 10kg			X		
Manual Work		X			
Twisting/Bending		X			
Working with arms above head				X	
Lifting above shoulder height				X	
Squatting, Crouching or Kneeling			X		
Pushing or Pulling – above 10kg			X		
Using power hand tools				X	
Operating precision machinery					X
Close inspection work / Fine detail work					X
Wearing hearing protection					X
Wearing eye protection					X
Working in dusty environments				X	
Working in extreme cold - under 10°c					X
Working in extreme heat - above 35°c					X
Performing clerical duties	X				
Driving cars/trucks			X		
Using computer keyboard and mouse	X				
Chemical Management				X	

MTC is an Equal Opportunity Employer. These requirements are based on an average standard week for this position.

Health & Safety

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

- All employees are to comply with the H&S policies and procedures.
- Adopt work practices that support H&S 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

In addition, all managers/department heads must:

- Be responsible for the day-to-day management of H&S issues
- Ensure adequate consultation with MTC staff and contractors regarding H&S
- Implement MTC's H&S policies and procedures, and the annual H&S scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new staff or contractors receive induction H&S training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe
- Maintain appropriate records as required under the University of Melbourne's Safety Mapping program
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section.

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.

Definitions

GRADING

“**Adv**” – (**Advanced**) means requiring 3 or more years’ experience or equivalent qualification in identified task or position.

“**Int**” – (**Intermediate**) means requiring between 1 and 3 years’ experience or equivalent qualification in identified task or position.

“**Beg**” – (**Beginner**) means requiring up to 1 years’ experience or equivalent qualification in identified task or position.

GENERAL

“**BL**” – (**Boom Lift**) means an aerial work platform with multiple articulable sections.

“**EWP**” – (**Elevated Work Platform**) means any aerial work platform such as boom and scissor lifts used to allow work to be carried out at height.

“**SL**” – (**Scissor Lift**) means an aerial work platform raised or lowered by the closing or opening of crossed supports.

“**VL**” – (**Vertical Lift or Vertical Lift Bridge**) means a type of movable bridge in which a span rises vertically while remaining parallel with the deck.

“**DG**” – (**Dogging**) means Licence to perform High Risk Work – Dogging level.

“**RB**” – (**Basic Rigging**) means Licence to perform High Risk Work – Basic Rigging level.

“**RI**” – (**Intermediate Rigging**) means Licence to perform High Risk Work – Intermediate Rigging level.

“**RA**” – (**Advanced Rigging**) means Licence to perform High Risk Work – Advanced Rigging level.

“**LF**” – (**Forklift**) means Licence to perform High Risk Work – Forklift.

“**RSA**” – (**Responsible Service of Alcohol**) means Responsible Service of Alcohol training and certificate.

“**RSF**” – (**Responsible Service of Food**) means Responsible Service of Food training and certificate.

“**TL**” – (**Trailer Mounted Boom**) means an aerial work platform with multiple articulable sections (Boom Lift) that can be towed behind a vehicle.

VERSION			
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