JOB AND PERSON SPECIFICATION

POSITION: Production Manager
REPORTS TO: Executive Producer
TERMS: Three years, full-time
SALARY RANGE: $70,000 - $78,000 per annum plus super
LAST UPDATED: October 2019

WINDMILL THEATRE CO

Windmill Theatre Co creates unique and contemporary theatrical works for children, teens and families. Windmill presents its repertoire in Adelaide and tours regionally, nationally and internationally.

Empowered by a dynamic culture and fuelled by shared ownership of its vision, the company is run by an Artistic Director, Executive Producer and team of dedicated staff and artistic collaborators.

JOB SPECIFICATION

Summary
The Production Manager is responsible for the realisation and management of all production and technical requirements for Windmill shows, including national and international touring programs, working within approved budgets.

Key Relationships
The Production Manager works closely with the Artistic Director, Executive Producer, key creatives, Windmill’s producing team, Business Manager and all office staff as necessary.

Externally, the Production Manager works with venues, co-producers and co-presenters, festivals, contractors, suppliers, and any other stakeholders related to production and touring activities as required.

Key Duties and Responsibilities
Production
• Work closely with the Executive Producer, Artistic Director and key company and artistic personnel in the development and timely delivery of all production and technical elements required for Windmill shows including the following:
  o Development of budgets for production and technical elements
  o Management of production costs within agreed budgets
  o Management of design and manufacture of sets, costumes, props and all other production elements
o Management of the design and delivery of sound, lighting, AV and all other technical elements
o Management of creative teams, production and technical staff and contractors throughout the delivery of Windmill shows including the coordination of key milestones from design presentation through to full realisation of the production
o Management of show seasons including production weeks, bump in, tech, season delivery and bump out in partnership with presenters

- Provide regular progress and financial updates during the development and delivery of productions and tours
- Conduct risk assessments on all Windmill productions and tours
- Review and provide feedback on policies and procedures to ensure high safety standards and general efficiencies are maintained
- Manage record keeping and archiving of all aspects of each production
- Produce, manage and maintain technical riders for all productions
- Contract and supervise casual production staff
- Supervise stage management staff as required
- Provide evaluation of production and technical staff and contractors to the Executive Producer as required
- Manage production schedules and rosters for production and technical employees and contractors
- Manage maintenance and upkeep of Windmill Theatre Co Studio and premises
- Manage company storage including off-site show set, costumes, props and on-site equipment and materials
- Assist the Windmill producing team with technical and production negotiations and communications with venues and festivals as required
- Work with Windmill producing team to facilitate debrief sessions after each production, season or tour to review financial, artistic, technical and resourcing outcomes

Touring
- Work closely with the Artistic Director, producers and the creative teams of all shows to ensure that Windmill productions are tour ready
- Manage production and technical communication with presenting venues including show specific venue plans, the provision of technical drawings, and any other production related or technical information as required
- Manage freight, carnet and all other production related transport or logistic requirements
- Travel with the show to attend bump ins and outs of productions, or any other tour related production requirements where required
- Regularly communicate with and support touring stage managers throughout all Windmill tours

Organisational Contribution/Safety Awareness
- Take an active role in the ongoing development and implementation of Work Health and Safety as outlined in Windmill’s Work Health and Safety Management System
- Ensure effective management of production staff or contractors including training and the ongoing implementation of Work Health and Safety policies and procedures
- Adhere to all Windmill staff policies including the Code of Conduct and Work Health and Safety policy.

PERSON SPECIFICATION

Qualifications / Experience
A qualification and/or experience in one or more of the following: Technical Theatre, Stage Management, Lighting Design, Technical Design or Arts and Cultural Management
Key Competencies
• A strong interest and desire to work in Arts Management with at least five years’ experience in the arts
• Sound knowledge of the performing arts industry
• Demonstrated ability to exercise judgment, take initiative to work both autonomously and within a team environment at the highest standard
• Sound knowledge of administrative procedures and office systems
• Excellent technical understanding of performing arts productions
• Computer skills including Word, Excel, Outlook, Sharepoint and CRM systems
• Excellent oral, written and interpersonal skills
• Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures
• Some travel and out of hours work will be required

Desirable Experience
• Experience using Vectorworks or equivalent to develop technical plans
• Experience managing production and technical requirements for national and international touring performing art works
• Experience and understanding of Australian festivals and performing arts venues
• Strong networks within the Australian performing arts sector including freelance technical and production personnel.
• Experience in preparing new productions for extensive long-term touring
• Experience in international performing arts touring logistics, freight and customs requirements