

PRODUCTION MANAGER - POSITION DESCRIPTION

The SUBSTATION is seeking an enthusiastic and skilled Production Manager to join our team to support our program of activity and the organisation.

The SUBSTATION presents an annual curated program of creative development, residencies and presentation. Engaging with artists from across artistic disciplines, working in non-traditional modes and across art-forms, we provide the opportunity for artists and audiences to connect with our unique space and distinctive location in Newport in the west of Melbourne.

Our 100-year-old repurposed, industrial building houses a visual arts gallery, rehearsal studio and large-scale performance space. We encourage artists to engage with our post-industrial space and foster a culture of interconnectedness, collaboration and independence, where we value new ideas, imagination and difference. Our artistic program includes significant investment in the creation of new work by artists from across artforms and a commitment to a collaborative relationship between artists and presenter.

POSITION OVERVIEW

The Production Manager reports to the General Manager and provides essential production support across our program of development and presentation, as well as external hires. This role is charged with the management of The SUBSTATION's technical equipment and production of events.

The Production Manager is responsible for ongoing production operations and maintenance and use of technical equipment, including lighting, sound, AV, rigging and staging. This role supervises all technical casual crew and venue contractors as necessary.

This role has become available at an exciting time in The SUBSTATION's development as a distinctive Melbourne presenting hub. For the right candidate, there is potential for the role to expand and develop alongside the organisation's expected growth in the coming years and to contribute meaningfully to our small, dedicated team.

KEY RESPONSIBILITIES

PROGRAM

- Liaise with artists and clients to determine technical requirements, negotiate and secure any necessary hired equipment and manage production budgets for each event.
- Manage and supervise the bump in/out of each event, including performance and exhibitions.
- Work with The SUBSTATION's Event Producer to coordinate and plan technical aspects of all events.
- As required, and where appropriate, operate AV and LX for events.
- Oversee hire, delivery and return of technical equipment for each event, as required.
- With the Event Producer, roster and supervise casual staff and contractors.
- Create production schedules for each event.
- Ensure the technical aspects of each event abide by current licensing and relevant Workplace, Health and Safety legislation.

VENUE and ADMINISTRATION

- Manage and maintain The SUBSTATION's stock of technical equipment.
- Ensure all casual and contract staff abide by relevant Workplace, Health and Safety legislation and have required current licensing.
- Attend staff meetings, rehearsals and production meetings when required.
- Keep and maintain up to date administration records regarding the program and organisational technical production.

Due to the nature of the organisation, work outside of normal hours is expected. This may include evenings and weekends. From time to time, other duties outside the scope of this position description may also be required, as instructed by the General Manager.

KEY SELECTION CRITERIA

- Excellent verbal and written communication skills and interpersonal skills.
- Extensive technical experience within a performing arts or entertainment venue.
- Demonstrated ability to work effectively both within a small team and autonomously.
- High level organisation and planning skills and ability to manage priorities in a high-pressure environment.
- Working at heights certificate ('Yellow Ticket').

DESIRABLE

- Rigging license.
- Knowledge of basic I.T. systems

TERMS OF EMPLOYMENT

- Full Time
- \$55,000 - \$60,000 per annum plus standard on-costs.
- 4 weeks' annual leave pro rata per annum.
- The SUBSTATION operates a time-in-lieu system.
- The Production Manager reports to the General Manager and will work closely with The SUBSTATION's Event Producer and team.

APPLICATION PROCESS

Candidates are required to submit an application via email to manager@thesubstation.org.au with the subject line 'Production Manager Application' including;

- Cover letter including brief response to the Key Selection Criteria (no more than 2 pages)
- Curriculum Vitae including 2 referees
- Applications close 5pm, 16 February 2018.