

POSITION DESCRIPTION



HEAD OF PRODUCTION

SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES/DUTIES

The Head of Production is a full-time position working closely with the Executive Director, Artistic Director & Head of Finance and Operations.

The Head of Production leads & manages the company's production team and is responsible for the successful implementation of Belvoir's production activities, ensuring that resources are distributed to ensure this is done safely, efficiently and in accordance with the artistic and business objectives of the company. The Head of Production takes primary responsibility for the management of all show based OH&S and sits on the Occupational Health and Safety Committee.

This position is also responsible for the management & development of production related income strategies, which leverage the companies existing infrastructure and extensive theatre knowledge, in working to make core production expenses cost neutral for the organisation. These strategies include external set building for other like-minded companies, as well as freight logistics for theatre touring. The Head of Production will be required to work with other members of the Executive team to continue to build on the existing, and to create new revenue generating strategies.

Some inter-state and overseas travel may be required in this position.

DUTY STATEMENT

Production / Show Management

1. Responsible for assigning appropriately skilled core and contract staff to Belvoir productions.
2. Responsible working closely with the director and design team on all Belvoir productions to achieve their artistic vision.
3. Responsible for interpreting and costing set, costume, sound and lighting designs for the stage, and ensuring the accurate, safe, timely and cost efficient realisation of sets, props, wardrobe, lighting, audio visual effects, sound, staff scheduling and storage requirements for all Belvoir productions and production related activities.
4. Responsible for generating production schedules for in-house and touring activities, as well as arranging and chairing production meetings.
5. Responsible for generating theatre plans, templates and information sheets.

Production Staff & Resources

6. Identifying and responding to areas of training required for core and casual staff within the production team.
7. Being responsible for and responsive to the needs of the production team and ensuring a safe and effective workplace for all production staff.

8. Responsible for working with the Operations department to ensure the implementation of Belvoir Street Theatre's maintenance plan, where crossover between the departments is required.
9. Supervise general on site technical, production and maintenance duties for Belvoir Street Theatre and the Workshop.
10. Plan & manage core production expenditure in accordance with annual budgets, including planning for capital improvement, maintenance and replacement of production related capital items.
11. Responsible for employment, supervision and delegation of tasks for all casual, seasonal and permanent production staff (including secondments and trainees).
12. Responsible for managing time in lieu & overtime across the production department in consultation with production staff, and minimising required overtime where possible.

Production Core Cost Control / Income Generation

12. Identify areas of synergy between organisational infrastructure and skills, and areas of potential income generation to minimise the production teams cost base.
13. Identify like-minded theatre / arts organisations that could benefit from economies of scale through utilising Belvoir assets through these strategies.
14. Manage and expand existing income generating strategies to ensure continued growth in these areas including set building and freight.
15. Implement new strategies for income generation in collaboration with the Executive Director & Head of Finance & Operations.
16. Forward plan capital investment and department structure with the goal of working towards a cost neutral production department.

Other

17. Responsible for establishing and maintaining cultural relationships with other local and national theatre companies, within the scope of the role.
18. Assist the Executive Director and Artistic Director with advice and general tasks that may arise from day to day.

PERSON SPECIFICATION

Aptitudes/Abilities/Skills

- Proven ability to work across a range of different areas within the production department of a major theatre company.
- Out of the box thinking to achieve required outcomes
- Proven leadership skills.
- Proven people skills.
- Strong knowledge of WHS practices.
- Proven communication skills with Designers, Directors, Actors, Tradespeople and other contractors.
- Proven high standard of attention to detail and 'follow-through'
- Proven ability to plan and juggle an often heavy workload.

Experience

- Demonstrable Arts Management Experience in a fast paced organisation.
- Experience leading a large team with a busy workload.
- Technical installation of productions into a venue.
- Experience in the use of PC computer hardware and software, including Word and Excel.
- Experience in working with a wide range of stakeholders, often negotiating conflicting requests and needs.
- Experience in working in a changing and dynamic environment.
- Experience in project management
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Knowledge

- An interest in and sensitivity to actors, artists and the creative process.
- A solid understanding of the Australian theatrical landscape.
- Theatrical, Business or Project Management Qualification.