

BELVOIR



DEPUTY PRODUCTION MANAGER Information Pack

JULY 2017



Eryn Jean Norvill, Fayssal Bazzi, Mitchell Butel, Greg Stone, Zahra Newman and Robert Menzies. Photo: Lisa Tomasetti

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COMPANY B LIMITED
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Overview

Job Profile:	This post is responsible for assisting our Head of Production in all aspects concerning the mounting of productions undertaken by Belvoir. The Deputy Production Manager must be highly organised, dedicated, intuitive, discreet and flexible to respond to the fluctuating demands of a busy producing theatre. The ideal applicant will have held a similar position within an arts institution and/or have relevant experience.
Hours of work	40 hours per week, from 9.30am to 6pm. From time to time the spread of hours may vary to suit the nature of the work undertaken, including evening work when necessary. The position is salaried and as such no overtime is payable.
Package:	10% employer contribution to superannuation 20 days annual leave per annum, with 17.5% leave loading payable in addition after 12 months 10 days personal leave per annum
Reporting to:	Head of Production & Technical Manager
Working with:	Theatre Technician, Construction Manager, Costume Supervisor
Salary:	To be negotiated based on level of experience and skills.
Application:	Please submit a CV and cover letter (no more than 2 pages) that addresses the selection criteria to reception@belvoir.com.au by 12am Sunday 23 July 2017.



Luke Mullins and Paula Arundell in *Angels in America*. Photo: Heidrun Lohr

Job Description

General Responsibilities (non-exhaustive):

- Provide general support and work to the instructions of the Production Manager
- To assist in the management of Belvoir productions from inception to delivery
- To assist in the management of Belvoir transfers and tours
- Work with the Production Manager to maintain artistic quality and ensure best technical practices with account to given budgets and resources
- Administrative support of productions
- Assist with the oversight of Health & Safety practices
- Deputise for the Head of Production as required
- Represent the Belvoir Production Department at meetings and events when required
- Carry out any other duties as reasonably requested

Summary of Specific Responsibilities:

- Administration and accounting of Production petty cash and management of relevant budgets
- Assist in the up-keep of financial records relating to productions, technical projects and storage.
- Administration and co-ordination of props and furniture.
- Assist the Production Manager in researching and costing relevant elements of productions
- Ordering supplies, equipment, transport for productions and projects
- Working alongside Production Manager and department Heads to oversee rehearsals, show builds, production periods, running tasks.
- Working with and alongside members of the creative team to facilitate the design and production process
- Organise the creation of a Production Bible for each production
- In conjunction with the Production Manager liaise with costume, lighting, sound, wigs, construction, stage management, and outside contractors with regard to costing, scheduling and feasibility of projects

Company Information

When the Nimrod Theatre building in Belvoir Street, Surry Hills, was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals – formed a syndicate to buy the building and save this unique performance space in inner-city Sydney.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Geoffrey Rush, Cate Blanchett, Jacqui McKenzie, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarkis, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Belvoir Artistic Director Neil Armfield.



Miranda Tapsell. Photo: Brett Boardman

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *The Wild Duck*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *The Book of Everything*, *Cloudstreet*, *Keating!*, *Parramatta Girls*, *Exit the King*, *The Alchemist*, *Hamlet*, *Waiting for Godot*, *The Sapphires*, *Who's Afraid of Virginia Woolf?*, *Stuff Happens* and *Medea*.



Xavier Samuel and Andrea Demetriades. Photo: Brett Boardman.

Belvoir's 2017 Season, is the second under the Artistic Directorship of Eamon Flack, best known for his sold-out production of *The Glass Menagerie* in 2014 and for his 2013 Helpmann Award-winning production of *Angels in America*, Eamon Flack is widely regarded as one of Australia's leading theatre directors.