

**PRODUCTION ADMINISTRATOR
Information Pack**

OCTOBER 2019



The Cast of *Counting and Cracking* Photo: Brett Boardman.

Overview

Job Profile: This position is responsible for the efficient administration of the Belvoir Production Department and Construction Workshop assisting in the management of accounts, budget reporting and staffing administration.

The Production Administrator must be highly organised, 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 (5 days), Monday to Friday. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work. The position is salaried and as such no overtime is payable.

Package: 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Free and reduced tickets to Belvoir shows and other industry events

Contract: Ongoing
6-month probation period

Reporting to: Head of Production

Reports: None

Salary: Commensurate with experience

Starting: ASAP

Application: Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) *addressing the selection criteria*. (Applications not addressing the criteria will not be considered).

Forward to: Vyvyan Nickels, Officer Manager
reception@belvoir.com.au

Deadline: C.O.B Tuesday 12 November 2019



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhr

Production Administrator

Summary of Job and responsibilities

The Production Administrator is an integral part of the Belvoir Production department working between the main office (based in Surry Hills) and the Construction Workshop (based in Marrickville). The position is responsible for the efficient administration of the two units by assisting in the management of accounts, budget reporting, staffing administration, touring administration where applicable and other duties as required.

The Production Administrator reports to the Head of Production and works closely with all members of the Production and Construction team, stage management, creative teams of assigned productions, and to a lesser extent with the Finance and Operations department and the Artistic and Programming team.

Job Description

- Facilitate stock purchases on accounts and manage the financial records and reporting from these accounts.
- Facilitate stock and production purchases on the Production Corporate Credit Card and manage the financial records, reconciliation and reporting from this account.
- Process and track petty cash reconciliation for the production department and production creatives.
- Assist the Head of Production and Production Manager in the upkeep of Production Budgets.
- Assist in the up-keep of financial records relating to productions, technical projects and storage.
- Manage and process weekly timesheets for Production Casuals.
- Track, code and manage invoices for the Production Department.
- Order supplies, equipment, transport for productions and projects as they pertain to the workshop.
- Update and manage Belvoir Workshop build schedules.
- Update and manage Belvoir Production Parameter and Deadline documents.
- Book Casual crew for workshop builds and bump ins/outs for Theatre.
- Become a fire warden and maintain a register of fire wardens and first aid officers
- Participate in WHS related training as required
- Ensure that safe work practice documents are in place for all production related equipment.
- Provide support to the Workshop Manager in preparing and documenting safe work practices for production / Workshop equipment.
- Other duties as determined by the Head of Production & Construction which support the operations of the department

Selection Criteria

- Demonstrated relevant experience in the staging of events and the development of new work
- Highly proactive and collaborative with a demonstrated ability to manage multiple tasks in a time pressured environment
- Demonstrated problem-solving skills to overcome creative challenges
- Ability to liaise confidently, courteously and confidentially with internal and external stakeholders
- Highly developed communication (written and verbal) and administrative skills, including strong attention to detail
- Demonstrated ability in developing management systems to assist in the efficiency of the production department
- Ability to work independently, use initiative, meet deadlines and maintain a high level of organisation at all times
- Proven ability to work effectively as a member of a team in a busy environment
- A sound understanding of WH&S policies
- Sound understanding of Microsoft Office Suite, including Word, Excel,
- Basic understanding of AutoCAD and Vectorworks is desirable
- An interest in set construction and theatre making;
- An interest in and sensitivity to actors, artists and the creative process;

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

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 Leah Purcell, Cate Blanchett, Jacqui McKenzie, Wayne Blair, 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 Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Artistic Director Neil Armfield.

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*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who's Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and was also part of the Adelaide Festival. It won seven Helpmann awards in including Best Play and Best New Australian Work.

Belvoir is one of the 29 Major Performing Arts companies and receives both state and federal funding which amounts to around 19% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.