

BELVOIR



**PRODUCTION MANAGER
Information Pack**

OCTOBER 2021



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.

Overview

Hours of work: 40 hours per week (5 days), Monday to Friday, 9.30-6.00pm. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work.

Package: 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Complimentary tickets to Belvoir shows

Contract: Ongoing
6-month probation period

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).

Applicants are encouraged to speak with the Executive Director or Deputy ED prior to making an application.

Forward to: Vyvyan Nickels, Officer Manager reception@belvoir.com.au
Enquiries can be sent to Elizabeth Jenkins, Head of Production, at elizabeth@belvoir.com.au

Deadline: C.O.B. Monday 18 October



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

JOB TITLE

Job Description

The Production Manager is responsible for the safe, efficient and timely implementation of production and technical aspects of Belvoir's activities in accordance with the artistic and business objectives of the company. This position is for assigned productions the first point of contact with relevant designers and directors on production details and provides a conduit between Belvoir the business and Belvoir the theatre.

The Production Manager takes primary responsibility for all show based WHS and sits on the Occupational Health and Safety Committee.

Duty Statement

General Responsibilities (non-exhaustive):

1. Provide general support and work to the instructions of the Head of Production.
2. To assist in the management of Belvoir productions from inception to delivery.
3. To assist in the management of Belvoir transfers and tours and occasionally take lead on them.
4. Work with the Head of Production to maintain artistic quality and ensure best technical practices with account to given budgets and resources.
5. Draft all risk assessments for productions in accordance with Belvoir Health & Safety practices.
6. Deputise for the Head of Production as required.
7. Represent the Belvoir Production Department at meetings and events when required
8. Carry out any other duties as reasonably requested.

Production Duties

9. Administration and co-ordination of props and furniture.
10. Working alongside the Head of Production and department Heads to oversee rehearsals, show builds, production periods, running tasks.
11. Working with and alongside members of the creative team to facilitate the design and production process.
12. Monitor and improve the record keeping of the Production department
13. Lead the delivery of 3 to 4 Belvoir productions in Sydney a year from the preliminary design meeting through to opening night.
14. In conjunction with the Head of Production liaise with costume, lighting, sound, wigs, construction, stage management, and outside contractors with regard to costing, scheduling and feasibility of project.
15. When necessary, liaise with external and touring venues and prepare transfer and touring documentation when required.
16. Numbered dot points about the position

Selection Criteria

Experience

- Minimum of five years relevant industry experience, preferably within a producing theatre company.
- A high level technical competency in staging, lighting, audio and show logistics.
- Highly proactive and collaborative.
- Demonstrated leadership skills with experience of leading teams.
- Demonstrated ability to manage multiple tasks in a time pressured environment.
- Demonstrated problem-solving skills to overcome creative challenges.
- Good knowledge of set design and construction.
- Strong financial management skills.
- High level of Work Place Health and Safety legislation related to live performance and theatre.
- Highly developed communication skills (written and verbal).
- CAD experience is desirable.

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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone 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 including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. wOther 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



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019. Photo: Heidrun Löhr