

BELVOIR



**PRODUCTION MANAGER
Information Pack**

April 2022



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

Overview

- Hours of work:** Usual hours of work are 40 hours per week, Monday to Friday, however the nature of the Production Manager role requires flexibility and a reasonable amount of overtime which is reflected in the salary. Weekend, evening and public holiday work is occasionally required.
- Package:** 10.5% 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:** Contract 6 months initially with potential for permanent
- Salary:** Commensurate with experience
- Starting:** ASAP
- Application:** Please submit a CV and cover letter (no more than 2 pages).
- Forward to:** Vyvyan Nickels, Officer Manager reception@belvoir.com.au
Enquiries can be sent to Jennifer McCleary, Human Resources Manager
jenniferm@belvoir.com.au
- Deadline:** C.O.B. Monday 18th April 2022



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

PRODUCTION MANAGER

Job Description

The Production Manager works with creative teams to achieve their artistic vision and production values to the highest possible standards within the parameters set by the company. The Production Manager has responsibility for the realisation of all the technical and design elements of a production and ensures the most effective utilisation of people, resources and systems within the agreed budget, schedule and parameters and is responsible for all show specific WHS.

The Production Manager is responsible for the safe, efficient and timely delivery of all technical aspects of an allocation of Belvoir productions in accordance with the artistic and business objectives of the company, is the first point of contact with designers and directors on assigned productions, and will provide the conduit between technical teams, incoming creative teams and freelance staff.

Duty Statement

General and Production Responsibilities (non-exhaustive):

- Provide general support and work to the instructions of the Head of Production.
- Lead the delivery of 3 to 4 Belvoir productions in Sydney a year from the preliminary design meeting through to opening night.
- Assist in the management of Belvoir transfers and tours and take lead when required.
- Work with the Head of Production to maintain artistic quality and ensure best technical practices in line with parameters and resources.
- Effectively produce and manage production budgets, schedules, risk assessments and plans.
- Represent the Belvoir Production Department at meetings and events when required.
- Work with and alongside members of the creative team to facilitate the design and production process.
- Ensure risks are effectively managed from preliminary design through to closing night with advice and input from the Executive and the WHS Committee.
- Work with each department to oversee rehearsals, show builds, production periods, running tasks.
- Liaise with costume, lighting, sound, wigs, construction, stage management, and outside contractors with regard to costing, scheduling and feasibility of project.
- Maintain comprehensive production record keeping and file management, including plans, paperwork, expenditure, contact details and written correspondence for future reference.
- Liaise with external and touring venues and prepare transfer and touring documentation when required.
- Carry out any other duties as reasonably requested.

Selection Criteria

- Minimum of five years' relevant industry experience, preferably within a producing theatre company with a good knowledge of theatre practices, terminology, etiquette and theatre craft including knowledge of theatrical costume and props.
- A high level technical competency in staging, lighting, audio and show logistics.
- A natural collaborator, with an entrepreneurial spirit, excellent communication skills (both oral and written), who enjoys working as part of a team and has the ability to remain calm, professional and positive under pressure.
- A sympathetic approach to theatre design and aesthetics with a good eye for detail and quality control and strong financial management skills to ensure that all elements of a production are produced to the highest standards.
- Excellent leadership skills with a proven ability to lead teams and manage people.
- Demonstrated ability to manage multiple tasks in a time pressured environment and problem-solve to overcome creative challenges.
- High level of Work Place Health and Safety knowledge related to live performance and theatre.
- Strong computer skills with the ability to use Microsoft Excel and AutoCAD

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. 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



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