

Bondi Festival Production Manager

- Contract, varying hours

Position purpose

The Production Manager is responsible for the technical pre-production arrangements, including sourcing, scheduling and logistics with all festival venues and artists, working alongside the producer. The position is responsible for the day-to-day supervision and rostering of all venue technicians and the day-to-day technical management of all venues during the festival, managing the maintenance of the technical equipment and providing expert technical assistance in the delivery of the festival. The role is responsible for all technical and site scheduling, contractors, risk assessments and bump-in/bump-out, including site and venue infrastructure (i.e. seating, fencing, entrances) and signage where required. Venues for performance will largely be within local businesses that have another purpose and will likely need to be returned to normal use daily. Venues may be indoors or outdoors. You will be working across a number of artforms.

Tasks include but are not limited to:

- Meet and assess all venues for measurements, risk and their technical equipment times of use.
- If time permits, you will provide opinion on the programming schedule to ensure the shows can be managed sufficiently for the technical requirements.
- Manage relationships with contractors, artists, venues and any other stakeholders.
- Arrange technical requirements with artists, tech rehearsal times and a full production schedule for the festival team and individual venues.
- Arrange and resourcefully procure all technical equipment required, within the council procurement policy (seeking a number of quotes within agreed budget).
- Arrange the bump-in and bump-out of all design elements, including lighting, sound, set dressing. This includes liaising with the designer.
- Manage the bump-in/bump-out of all venues.
- Assist in the interviewing and selection of any technical staff with the producer.
- Manage and support the technical staff and their rosters daily.
- Request, review and collate all show and artworks risk assessments.
- Work closely and collaboratively alongside the Venues Manager to ensure smooth and safe running of venues and 'backstage' areas/dressing spaces and meet with them daily.
- Collate a daily report to the festival directors and producer reporting on each venue.
- Meet with events team to assist on leading any public health orders.
- Produce contact lists, a production bible and evacuation procedures for each venue.

During the festival we expect you to be there each day it is running, to be on hand for technical rehearsals and any tech problem-solving during shows, including being present until the end of the last show and ensuring staff have signed in and out.

Main outcomes

- Provide high quality customer service to a range of internal and external stakeholders.
- Provide professional set up and operation of lighting, audio, audio visual equipment and basic staging for all productions.
- Keeping within a specified budget for staff and equipment.
- Provide equipment and venue safety inductions to users of each venue.
- Advise on and manage equipment & safety needs, conduct maintenance and report technical faults and equipment safety issues.
- Ensure equipment remains safe and secure at all times.
- Source and procure equipment.
- Provide, assess and manage risk in all venues.

Core capabilities

Systems, critical thinking and decision making
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<ul style="list-style-type: none"> Assessing problems by examining the situation, identifying options and making a decision.
Project Management
<ul style="list-style-type: none"> Understanding the project and its broader implications to Waverley Council.
Communication & people skills
<ul style="list-style-type: none"> Expressing ideas clearly with internal and external stakeholders. Listening thoughtfully and building collaborative, respectful relationships.
Sustainability
<ul style="list-style-type: none"> Working within Council's sustainable policies and procedures, and identifying areas of potential efficiencies.
Business performance reviews
<ul style="list-style-type: none"> Identifying and suggesting opportunities for improving work practices.
Risk Management
<ul style="list-style-type: none"> Identifying and reporting risks or threats to Council's operations or reputation.

Skills, knowledge and experience

Selection Criteria
Demonstrated experience in working in technical production for theatre, multiple venues and/or festivals. The set-up, operation and maintenance of audio, audio-visual and theatre lighting systems for live performance in a venue, including theatre.
Experience in set up and operation of audio, AV and lighting in an outdoor environment.
Demonstrated knowledge and proficiency in operation of audio engineering equipment.
Good organisational skills with the ability to manage multiple tasks and coordinate the work of others.
Ability to interpret and assist artists to establish technical requirements.
High level of interpersonal, communication and customer service skills, with the ability to work effectively with diverse theatre, music, AV, visual arts, community, cultural and corporate groups.
A positive and collaborative working style.
Ability to lift and move furniture and equipment (setting up for a variety of productions, performances, festivals, recordings, events), in a safe manner, applying manual handling guidelines.
Commitment and understanding of EEO, WHS, risk management, environmental protection and ethical principles. Ability to write and review extensive risk assessments.
Demonstrated administrative ability using Microsoft Sharepoint to create schedules, budgets and share information.

Corporate obligations

Employees:	<i>None</i>
Budget:	<i>None (to be discussed on start)</i>
Delegations:	<i>No</i>
Workplace Health and Safety:	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers. In addition to responsibilities noted in their position description, will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> Keep up to date on statements from Council and government regarding COVID-19 precautions Participate in the implementation of WHS information within Council's Safety Management System (SMS) Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Workplans Wear personal protective equipment and follow safe work procedures, where relevant

	<ul style="list-style-type: none"> • Report all hazards, near misses, and incidents as soon as practical to Manager, Supervisor or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification.
Code of Conduct:	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Records Management:	Comply with Council's Records Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Equal Employment Opportunity:	All employees are responsible for adhering to Council's Equal Employment Opportunity Management Plan including having an understanding of and commitment to EEO.

Waverley Council is committed to providing equal employment opportunities to all candidates. We encourage applications from diverse groups, including, but not limited to, Aboriginal and Torres Strait Island people; people from culturally diverse backgrounds; young people; older workers; people of all genders; people with disabilities; LGBTIQ; and other minority groups.

CLOSING DATE: 9am 24 July 2020

If you have any questions about the role, please email: kim.walsh@waverley.nsw.gov.au

How to apply: Visit www.bondifestival.com.au/join-our-team