

## POSITION DESCRIPTION

### VENUE TECHNICIAN / PRODUCTION MANAGER

**Reports to:** General Manager

**Direct reports:** Casual Production Staff

**Key Relationships:** General Manager, Casual Production Staff, Front Of House Manager, Co-Producers and guest artists, technicians and crew, venue hirers, contractors and service providers,

**Position Type:** Part Time

**Salary:** \$61,000 Pro Rata

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### ABOUT THEATRE WORKS

Theatre Works is a company, a community and an old Parish Hall located in St. Kilda.

Theatre Works plays a vital role in the independent theatre ecology of Melbourne. Our audiences come from our local neighbourhood and from across the wider metropolitan area. Over 10k people attended works at Theatre Works in the past twelve months.

**Our vision** is to inspire more people to discover, create and love theatre.

**Our mission** is to enable new work, foster and develop new voices, be a vital support for established voices, and welcome and engage new audiences.

**The values that drive Theatre Works are:**

**Access + Equity:** we are committed to removing the barriers to participation, inclusively engaging with new voices and new communities and ensuring equity in our work

**Curiosity + Courage:** we value new ideas, new thinking, artistic experimentation and rigorous creative investigation

**Transparency + Honesty:** we listen, we are timely in our communication, we treat people with respect, we lead open and engaged processes.

**Passion + Pride:** we don't have much money and we don't have an endless pool of resources, but we do care intensely about what we do. We will celebrate and champion everything we do. We want to be proud in our work and for our community to be equally proud of our impact and in everything we achieve.

**Sustainability + Stewardship:** we care for the future; we always actively consider our environmental impact and ensure our own future is sustainable

For further information about the company, visit [www.theatreworks.org.au](http://www.theatreworks.org.au)

**Position Purpose:**

To manage technical and venue operations ensuring efficient and effective delivery of technical services to clients and OH&S security.

Due to the nature of the artists that frequent Theatre Works, it is an essential part of the position to liaise with and support co producers and guest artists to problem solve, meet their requirements within Theatre Works constraints and be a mentor and guide where needed.

Due to the nature of the industry, it is a requirement of the position to be available at nights and weekends and to be flexible with work arrangements.

**Position Summary:**

This position is part-time, being 22 hours per week across seven days, Monday to Sunday as required by the production schedule. Additional hours can be utilised in this position for a candidate who has hands on technical experience. Hours to be spread across a 7-day period as required by prioritizing the workload and when necessary managing the production staff and shifts.

**Key Duties and Responsibilities**

- Manage all technical and production activity in the venue.
- Manage venue, technical production, equipment and other budgets as required.
- Maintain up to date venue bookings and operations diary in consultation with the GM
- Liaise with the GM regarding dates available for hirers.
- Liaise with hirers and all other users regarding their technical and other production requirements.
- Oversee the efficiency of all activity in the venue.
- Run production meetings for all users.
- Manage bump-in and bump-out for all users.
- Manage and/or oversee all technical, production and back-of-house staffing requirements for the venue. As negotiated, take on technical, production and back- of-house roles and manage other work duties around extra workload during these periods.
- Recruit and supervise casual technical staff and volunteers as required.
- Take responsibility for the OH&S of the venue and its operations, including certification and other compliance requirements.
- Determine safe and effective operations protocols for all activity in the venue as required.
- Ensure that theatre back and front end facilities achieve the highest level of accessibility available according to Theatre Works means.
- Ensure adequate induction procedures for all users of the venue and its equipment, including Theatre Works staff, casuals, hirers, volunteers and others.
- Ensure venue is kept in good order, including proper maintenance, repair and replacement of building fabric and equipment.
- Run twice yearly maintenance weeks.
- Manage the venue's ongoing maintenance requirements throughout the year, including arranging and/or carrying out building fabric and equipment repairs as required.

- Maintain up to date equipment and repairs register.
- Make recommendations regarding venue, technical production and equipment repair and procurement budgets as required.
- Maintain hirers technical specification on website.
- In consultation with General Manager, prepare contracts for Venue Hirers.
- Undertake other responsibilities as determined with the CEO.
- Support Theatre Works productions and co-productions through production management and co-ordination; ensuring technical and production aspects of projects are delivered
- Liaise with companies Ushers List (shared with Box Office Manager).
- Liaise with Hirers and Theatre Works co-producing companies for their FOH information for FOH staff.
- *In consultation with the CEO oversee Theatre Works IT requirements as <sup>[[1]]</sup>~~[[2]]~~ required. Is this related to the theatre tech or across the board?*
- Other duties as required taking into consideration the Venue/Production Manager's skills and expertise.

#### **Selection Criteria:**

1. Demonstrated excellence in technical theatre production (at least x year experience desirable)
2. Excellent interpersonal skills and an ability to communicate effectively and present a customer focused approach to people at all levels within the public and private sectors.
3. Ability to work independently or in a team in a professional and positive manner.
4. Demonstrated competence in using Windows desktop software applications and managing budgets
5. Ability to prioritise tasks, meet deadlines and workflows.
6. Ability to work flexible hours appropriate for the operation of the venue.

#### **Applications:**

For further information regarding this position, please contact Dianne Toulson, General Manager

To apply, please email your application to [gm@theatreworks.org.au](mailto:gm@theatreworks.org.au)

Please be sure to include in your email:

- Cover letter
- Resume
- Selection Criteria responses demonstrating how you meet the requirements of this role. (Please use no more than 150 words per selection criteria response)

Theatre Works is an alcohol and drug free workplace and is an Equal Opportunity Employer