

## JOB INFORMATION PACK | PRODUCTION MANAGER

La Boite Theatre Company is seeking an experienced, dynamic and motivated Production Manager to lead the permanent and casual production and technical team, and to provide leadership to the Company in every aspect of technical and production operations.

The Production Manager will have significant experience in coordinating, realising and ideally managing technical and production processes in an arts organisation context. In particular, experience in working with creative teams to realise new work will be an advantage. To support our strategic focus on diversity, Culturally and Linguistically Diverse (CALD) or Indigenous applicants, and those applicants with experience working with diverse artists and communities, will be highly regarded. This position is an excellent opportunity for a motivated arts production professional who thrives on working in a fast-paced and creative environment.

### **La Boite Theatre Company**

La Boite holds an iconic place in the hearts and minds of artists and audiences in Brisbane. For the past nine decades La Boite has represented the adventurous and alternative. There has always been a strong focus on the development of new work and artists, and today it is no different. The stories, ideas and voices of our city and country are many and varied and La Boite seeks to represent and engage in this beautiful and rich diversity; the diversity of form, of ideas, ethnicity, gender, age, sexuality – of identity.

**Vision** | A locally, nationally and internationally impactful theatre company known for its daring, passion and connectedness.

**Mission** | To create exhilarating theatre that embraces audiences and elevates artists through its engagement with its community.

### **We Value**

#### *Artistic Process*

At the core of La Boite are the artists and their process. We believe in long term investment in development. We believe in discipline, patience and flexibility in our creative interactions.

#### *Respect*

We embed diversity in all we do. We acknowledge the traditional owners where we create and are responsive and inclusive with our audiences and artists.

#### *Relevance*

We make work that is connected to our communities locally and globally. We respond to our environment, provoke change and encourage debate.

### **How to Apply**

Your application should include the following:

- A cover letter highlighting your key skills and experience and addressing the Selection Criteria
- A current resume, including contact details for two referees

Please email your application by **5pm on Monday 2 May** with Production Manager in the subject line to: [jobs@laboite.com.au](mailto:jobs@laboite.com.au)

## POSITION DESCRIPTION

### JOB TITLE: PRODUCTION MANAGER

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**Work Hours/Breaks:** generally 38 hours/week.

**Additional Conditions:** Out of hours work is expected with this position. La Boite values the importance of a work/life balance and flexible working hours are available.

**Reporting relationships:** The position is a senior management position and reports to the General Manager & Artistic Director/CEO.

**Supervisory Relationships:** The position supervises the full-time Head Technician and Workshop Coordinator, as well as contract and project technical staff including Stage Mangers. The Production Manager works closely with Creative Teams on productions.

### Goal

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The Production Manager is responsible for providing strategic, financial and technical leadership to the Company in every aspect of the production and technical management of the full range of the Company's productions and events, in the Company's home venues and on tour.

### Duties

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1. To manage the financial, personnel and material resources of productions and events, in the Roundhouse Theatre, other local venues and on tour.
2. To provide leadership to and management and development of the Company's production and technical staff.
3. To provide timely and considered advice to production partners.
4. To provide strategic advice to management.
5. To oversee the maintenance and renewal of the Company's theatre, workshop and spaces and the Company's technical equipment and other resources.

### Responsibilities and Duties

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#### **Duty 1: To manage the financial, personnel and material resources of productions and events in the Roundhouse Theatre, other local venues and on tour.**

- Work with creative teams to establish parameters, oversee the production process, manage these parameters and ensure that proper planning, costing and rationalisation is carried out during the design development period.
- Develop, manage and report against production budgets, and monitor and control expenditure in accordance with approved working budgets.
- Have a good working knowledge of necessary awards and legislation including the Performer's Certified Agreement, the Live Theatre and Concert Award and relevant Occupational, Health and Safety legislation.
- Provide leadership to the Company in maintaining a high level of Occupational Health and Safety in the Company's work practices and facilities.
- Ensure that the recruitment and management of permanent, seasonal and casual workers delivers optimum outcomes for the Company.
- Develop, implement and maintain effective work practices, procedures and rosters for all permanent and casual technical staff.
- Develop production schedules which maximise company resources.
- Develop and oversee professional and pro-active technical services to deliver best practice in technical production services.
- Provide hands-on event management and production support
- Manage efficient utilisation of workshop resources.
- Coordination of regular production meetings with production creatives.
- Oversee bump-in and bump-outs.
- Apply for and maintain licenses for productions as required including PPCA, APRA and AMCOS.

**Duty 2: To provide leadership to and management and development of the Company's production and technical staff.**

- Recruit, train and supervise all production and technical staff
- Provide effective line management to permanent staff Head Technician and Workshop Coordinator, including rostering, work-flow management and participating in annual performance review processes
- Work with full-time production staff to identify areas for skills development and implement training needs.
- Ensure all production and technical staff have necessary qualifications and certificates, and work in a safe way in compliance with industry and company policies

**Duty 3: To provide timely and considered advice to production partners and venue hirers.**

- Develop, manage and maintain effective working relations with external production partners, managements, regulatory bodies and other stakeholders.
- Provide venue specific advice to incoming productions.
- Pro-actively identify and solve transfer challenges.
- Work with the Venue Operations Manager and venue hire clients to successfully budget and implement productions or activities staged as part of the Company's revenue raising venue hire program.

**Duty 4: To provide strategic advice to management.**

- Assess technical requirements of potential productions and events.
- Participate in the formulation of the Company's annual budgets.
- Develop and implement policies and procedures relevant to all technical areas.
- Maintain membership of relevant professional associations.
- Maintain highest level of communication with the wider industry.

**Duty 5: To oversee the maintenance and renewal of the Company's theatre, workshop and spaces and the Company's technical equipment and other resources.**

- Manage and implement annual or ad hoc maintenance as required for the Roundhouse Theatre, rehearsal Studio, workshop, and technical equipment within allocated budgets
- Work with the Head Technician to advise the General Manager on a realistic capital expenditure budget for the ongoing renewal and maintenance of Company technical equipment

Other occasional duties which are within the goals and scope of this position description but not specifically listed as required from time to time

**Special Conditions**

Qualifications/licences required: Safe Work at Heights, First Aid Certificate, manual drivers licence.

Qualifications/licences optional: EWP, Restricted Electrical Licence

**Selection Criteria**

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1. Demonstrated experience and understanding of the Australian performing arts sector, and knowledge of its unique production opportunities and challenges
2. Knowledge of the production requirements of live theatre and touring
3. Ability to develop, implement and manage production and technical processes and budgets within budget and resource constraints
4. Excellent interpersonal, computer, oral and written communication skills
5. The ability to problem solve, contribute ideas and demonstrate initiative and flexibility.
6. The ability to work collaboratively and provide support within a busy team environment
7. Evidence of desired qualifications/licences if held including: Safe Work at Heights, EWP, First Aid and drivers licence