

CHAMBER MADE

Meat Market, Office 22
44 Courtney Street
PO Box 302
North Melbourne
VIC 3051 Australia

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info@chambermade.org
chambermade.org
ABN 84 490 162 765

POSITION DESCRIPTION

Production Manager

Chamber Made is an Equal Opportunity Employer. We are committed to equity and inclusion. We encourage applications from all people with relevant production management experience, including Aboriginal and Torres Strait Islander people, those from diverse cultural and regional communities and people with disabilities. If you have any access needs in terms of applying for this position and would like to apply in a different way than outlined here, please email us at info@chambermade.org

Term

Job Title:	Production Manager
Remuneration:	\$72,000-\$75,000 negotiated according to experience (pro-rata at 0.4 + 0.1 across 8 full-time weeks)
Duration:	2-year Contract, with a 3-months probationary period
Position:	Permanent part-time
Start Date:	Monday 3 February 2025

Location

Chamber Made
Meat Market Office 22
44 Courtney Street,
North Melbourne VIC 3051

Context

Interrogating the intersections of music, sound and contemporary performance, Chamber Made makes intimate works that defy, challenge and renegotiate artform boundaries, speaking directly to a 21st century Australia enriched by the meeting and intersection of cultures.

Chamber Made is renowned for cultivating adventurous collaborations between composers, sound artists, directors, performance-makers and media artists, disrupting and rewriting conventions to discover new forms of expression. Bringing contemporary composition and performance dramaturgy together in ever-shifting forms, our works have been presented in theatres, recital halls, lounge-rooms, galleries, on iPads and online.

Position Summary

The Production Manager (PM) works closely with the Executive Producer, Artistic Director and Chamber Made team in ensuring the development and delivery of Chamber Made works and programs. An integral member of the CM core team, the PM takes a lead on the technical and production elements for new works and events, liaises with artists as well as partner organisations, presenters, crews and suppliers, ensures a safe workplace via CM's Workplace Health & Safety Policy and works closely with the Executive Producer in project managing CM's annual program.

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Key responsibilities:

PRODUCTION AND TOUR MANAGEMENT

- Work closely with creative teams to ensure delivery of rehearsals, performance and event requirements including, but not limited to, purchase, hire and fabrication of production elements (set, costumes, lighting, sound, AV etc.)
- Production manage CM presentations, overseeing bump in, performances and bump out, as well as operating as required
- Ensure planning and delivery of touring shows in collaboration with the Executive Producer
- Schedule and attend production meetings, technical, dress rehearsals, performances and events as required
- Draft and manage production budgets across CM works, programs and events, under the supervision of the Executive Producer
- Liaise with venue production staff to ensure technical requirements are understood and delivered
- Engage and manage production crews, as required
- Maintain CM's equipment, storage facility and other resources as required, in collaboration with CM staff
- Assist the Executive Producer in the development and implementation of policies and procedures relevant to all technical and production areas
- Ensure a high level of Workplace Health and Safety best industry practice is followed at all times
- Maintain props, sets and costumes during the presentation season of each work
- Update and maintain all production and show files
- Create production documentation, including technical specifications, ensuring that they are kept up to date and reflect the production requirements

PROGRAM COORDINATION

- Liaise with the Artistic Director, Executive Producer and partner organisation staff to create development, production and performance schedules and touring itineraries
- Ensure all project personnel, partners and contractors are abreast of project updates and understand key deadlines
- Liaise between venue, production staff, artists and companies
- Organise logistics such as transport, accommodation, visa processes, etc.
- Coordinate debriefs and contribute to project reports and grant acquittals as required

Any other duties as reasonably requested by the Artistic Director or Executive Producer.

Key Selection Criteria

ESSENTIAL

- Minimum five (5) years' experience in a professional technical theatrical environment or related
- Demonstrated leadership and creative problem-solving skills
- A broad knowledge of theatre production processes, including a sound understanding of staging and technical systems, rehearsals and production week protocols
- Strong attention to detail and system-oriented information management and documentation skills
- The ability to professionally and courteously handle external partner enquiries and build strong relationships with partners, suppliers, casual crew and artists
- The ability to forward plan, coordinate projects and prioritise workload in the context of competing priorities.
- The ability to work autonomously and contribute positively to a busy team environment, with a proactive approach to duties
- Sound knowledge of work health and safety practices
- Excellent written and verbal communication skills, and a can-do attitude
- Knowledge and experience reading and interpreting plans
- Proficient in the use of Microsoft and Google programs

DESIRABLE

- Sound knowledge of theatre sound, lighting and projection including experience using Qlab and ETC lighting consoles
- Experience with technical drawing
- Valid driver's licence
- First Aid Training
- Basic ability to use tools to construct simple props
- Knowledge of environmentally sustainable practices in the workplace
- Rigger's certificate

Level of Supervision/Accountability

This position will report to the Co-CEOs: CM Artistic Director and Executive Producer

Conditions of Employment

Salary: \$72,000-75,000 (negotiable) pro rata, paid in fortnightly instalments.

Normal office hours for this role are 2 days per week, with 8 weeks full time spread throughout the year during development and presentation periods. During production periods hours will vary and will require evening and weekend work.

Additional, mandatory superannuation will be paid by the employer.

Annual and other leave entitlements as stipulated in contract.

Hours/days of the working week: days to be negotiated on commencement, with working hours generally 9.30am- 5.30pm. Flexible and remote working arrangements are available, as negotiated. A normal working day is 7.6 hours, exclusive of lunch break.

Applications

Applications close **Wednesday 11 December 2024 at 5.00 p.m. AEDT**. Applicants will be notified by the end of that week if they are required for an (in-person) interview on **Tuesday 17 December**.

Interviews will take place at the Chamber Made office. If you are unavailable on this day we will arrange an alternative time to speak with you.

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Please include in your application a cover letter, Curriculum Vitae and a maximum two-page response addressing the Key Selection Criteria in the job description above.

If you have any enquiries in advance of submitting your application, please contact Chamber Made Executive Producer & Co-CEO Kylie McRae at kylie@chambermade.org. All applications should be submitted to the same email address.