

SLINGSBY

- Journey In Wonder -

Production Manager

Founded in 2007 and based in Adelaide, South Australia, Slingsby presents emotionally challenging and engaging storytelling in rich live theatrical realms that captivates, challenges and inspires international audiences of adults and young people aged 8 years and up.

Now well-established internationally as a leading South Australian company, Slingsby is acclaimed for its sophisticated aesthetic, complex emotional storytelling and is highly regarded nationally and internationally as a company of excellence.

Due to significant national and international touring, we are seeking an exceptional Production Manager to join our team. The Production Manager will work closely with the Artistic Director, General Manager and Company Coordinator to deliver the technical and production elements of Slingsby's projects.

If you are interested in applying, please send your cover letter, response to the key selection criteria and CV with referees to recruitment@slingsby.net.au.

Slingsby is an equal opportunity employer, and we encourage applications from people from a Culturally and Linguistically Diverse background, those with disabilities, and Aboriginal and Torres Strait Islanders.

Applications close 11.55pm on 8 February 2019.

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Position	Production Manager
Reports to	Artistic Director, General Manager
Hours	22.8 hours (3 days)
Salary	\$62,500 per annum, pro rata
Engagement	1 April to 31 December 2019 <i>potential contract extension pending 2020 funding</i>

POSITION OVERVIEW

A newly created position in the Slingsby team, the Production Manager will be responsible for the successful delivery of all production aspects of Slingsby's local, national and international projects, as well as the ongoing management of the company's equipment and new home, the Hall of Possibility in Parkside, South Australia.

KEY RESPONSIBILITIES

Projects & Events

- In collaboration with the Artistic Director and General Manager, manage production elements on Slingsby's projects including (but not limited to);
 - Liaise with external presenters and venues in relation to production needs of projects
 - Draft and issue technical plans to external venues and presenters
 - Draft and manage production schedules
 - Adequately resource technical and production staffing and equipment for projects
 - Coordinate local, national and international freight
 - Manage technical specifications for Slingsby's productions
 - Schedule, lead and minute production meetings
 - Source and secure additional equipment for projects as required
 - Ensure effective management of load in/load out of projects, delegating to touring production staff as required
 - Support Slingsby's touring production and technical staff
 - Maintain a detailed asset register for each project
 - Participate in project de-briefs as required

Finance

- Working with the General Manager and Artistic Director, effectively plan and forecast production budgets that are adequately resourced and within funding constraints.
- Manage budgets delegated by the General Manager and Artistic Director that stay healthily within financial parameters

Venue & Resource Management

- Working with the Company Coordinator, manage and coordinate production requirements for the Hall of Possibility to internal and external hirers
- Manage the hiring of Slingsby's technical equipment to external parties
- Working with the Company Coordinator, manage and coordinate induction of staff, volunteers, key personnel and external hirers whilst using the Hall of Possibility
- Act as Venue Manager for Slingsby projects and hires, delegating responsibility to appropriate casual staff when required
- Maintain a register of Slingsby's technical equipment, including ongoing maintenance, repair, and replacement as necessary

Workplace Health & Safety

- Ensure all production schedules meet work health and safety standards for project staff
- Conduct Risk Assessments for all of Slingsby's projects
- Ensure Slingsby is compliant with Live Performance Australia's Safety Guidelines for the Live Entertainment and Events Industry
- Implement, monitor and review Slingsby's Work Health and Safety policies and procedures

Other

- Other duties as reasonably requested by the Artistic Director and General Manager.

KEY SELECTION CRITERIA

Essential

- Substantial experience as a Production Manager or a similar role in the performing arts
- Experience in Production Management of multiple shows touring interstate and internationally
- Strong understanding and experience with various technical equipment including sound, lighting and AV
- Experience with Vectorworks and/or similar software
- Strong written and verbal communication skills
- Strong time management and organisational skills, with the ability to manage competing deadlines and priorities
- Demonstrated ability to lead and motivate a production team
- A team player

Desirable

- Qualification in Technical Management
- Drivers and/or heavy vehicle license
- Experience of working in a small organisation