

**CASTLEMAINE STATE FESTIVAL PTY LTD**  
**POSITION DESCRIPTION**



<b>TITLE</b>	PRODUCTION MANAGER
<b>LOCATION</b>	LEVEL 1, 50 MOSTYN STREET, CASTLEMAINE VICTORIA
<b>REPORTS TO</b>	GENERAL MANAGER
<b>DIRECT REPORTS</b>	TECHNICAL COORDINATOR, PRODUCTION STAFF
<b>EMPLOYMENT PERIOD</b>	16 MONTH CONTRACT - 1 DAY/WEEK JANUARY TO JUNE 2018 3 DAYS/WEEK JULY TO DECEMBER 2018 FULL TIME JANUARY TO APRIL 2019
<b>REMUNERATION</b>	\$70K PRO RATA + SUPER
<b>DOCUMENT DATE</b>	NOVEMBER 2017

**POSITION PURPOSE**

---

The Production Manager works alongside the Festival team to manage all production elements for the presentation of the 2019 Castlemaine State Festival program.

The Production Manager provides expertise in the development and implementation of all logistics and technical requirements associated with the Festival program including the management of budget, schedules and production staff made up of a Technical Coordinator, technical contractors, stage managers, site managers, operators and crew.

**ORGANISATIONAL CONTEXT**

---

The Castlemaine State Festival is a multi-arts celebration drawing on the distinctive culture of the central Victorian goldfields region – of old and new, of the artistic and the industrial, and its dynamic community strengths. The Festival showcases works from the region’s finest artists and performing arts companies, alongside those by national and international artists.

The next CSF will be held from 22 - 31 March 2019 and will be the first festival to be directed by Glyn Roberts. The Festival is embarking on a new direction by building on its sustained success over the last decade and seeking to communicate more widely the unique nature of this event on a national and international level.

CSF is Australia’s largest regional arts festival and with an increased focus on the regions it is up to our organisation to lead the way and provide an inspiring bench mark for others to follow.

**KEY RELATIONSHIPS**

---

Internal                      General Manager, Festival Director, Creative Producer, Technical Coordinator, Risk Manager, Marketing & PR Manager, Bookkeeper, Partnerships Coordinator, Patrons Manager, Volunteer Coordinator, Box Office Manager, Associate Producer, and Festival Office volunteers.

External                      Artists, arts organisations, Mount Alexander Shire Council, technical contractors and service providers, public safety services, venues, local community organisations and businesses.

**RESPONSIBILITIES**

---

**OPERATIONS & SCHEDULES**

- In consultation with the Festival Director, Creative Producer and Festival artists develop and implement production plans for the Festival program to include scoping and management of all logistical and technical aspects consisting, but not limited to, infrastructure, bump in and out, staffing, ground transport, freight, permits, licenses, insurances and signage. Ensure relevant key organizational milestones are included and all requirements are completed to the highest professional standards and are compliant with all legislation.
- In consultation with the General Manager, develop templates and populate schedules to include master production schedule, event running schedules, venue schedules, transport schedules and staff & crew schedules.

- Develop and populate the Festival Management Plan and provide drafts to local Council within timeframes provided. This includes site plans, temporary structures, production and event schedules, technical requirements, communications, waste management and traffic management.
- Be key liaison with local Council and ensure all legislative requirements are met, including planning permits, heritage approvals, food service permits, liquor licences, local laws permits and exemptions, road closures etc.
- Be key liaison with venues during program planning and throughout Festival period on all logistical aspects in relation to venue and site use including confirmation & contracting, technical requirements, audience capacities and disability access.
- With support from the General Manager and Technical Coordinator, ensure technical contractors and suppliers are scoped, procured early and managed appropriately, including lighting, sound, infrastructure, security, cleaning and venue personnel.
- Advise the General Manager in a timely manner on information for the development of contracts for venues, production staff, contractors and suppliers as well as provide Creative Producer with relevant production details for artists contracts.

## **FINANCIAL MANAGEMENT**

- Develop a Production Budget based on master budget for the Festival, and ensure this budget is managed and monitored effectively.
- Develop staffing costs and obtain quotes from contractors and suppliers to inform detail in the Production Budget in a timely manner.
- Provide budget drafts, reports and advice to the General Manager, Festival Director and Board on a regular basis when requested.
- Provide advice on production costs to the Creative Producer and Partnerships Coordinator in order for them to develop specific program budgets and prepare funding applications.
- Authorise and track payments on all production invoices and liaise with Bookkeeper to ensure processing by due dates.

## **STAFF MANAGEMENT**

- Alongside the General Manager, develop a production staffing structure and timelines for recruitment for all appropriately skilled production staff, operators and crew.
- Recruit and manage a Technical Coordinator with the support of the General Manager.
- Recruit in a timely manner and manage production staff, operators and crew with the support of the Technical Coordinator.
- Develop schedules for all staff, operators and crew with the support of the Technical Coordinator.
- Schedule, organise and deliver all production related staff and volunteer inductions and briefings.
- Conduct post-Festival debriefs with relevant production staff and contractors.

## **RISK MANAGEMENT**

- Support the General Manager in contracting the Risk Manager and the scheduling of their work.
- Provide relevant production information to Risk Manager to ensure all necessary requirements of occupational health and safety, risk assessment, public approvals, law compliance and human resources are met.
- Alongside the General Manager, support the Risk Manager in the development of the Risk Management Plan and Emergency Management Plan and ensure they are approved and implemented effectively.

## COMMUNICATION & ADMINISTRATION

- Work collaboratively with all members of the Festival team, ensure effective communication and all staff and relevant meetings.
- Develop and maintain effective relationships with all artists, organisations, suppliers, contractors, staff, and other stakeholders.
- Provide professional and relevant advice to the Festival team when required.
- Work with the General Manager to develop and implement systems for information storage and sharing.

## GENERAL

- Manage production requirements for Festival program launch and other functions as required outside the Festival period.
- Other reasonable duties as directed by the General Manager or Festival Director.

## CAPABILITY PROFILE

---

Leadership	Demonstrate a commitment to organisational priorities and values, take personal responsibility, delegate appropriately, adhere to organisational policies and procedures and uphold confidential information.
People management & team work	Approach all staff, volunteers and contractors with respect and consideration, collaborate effectively, and encourage continuous learning.
Problem solving & decision making	Embrace flexibility and lateral thinking, facilitate solutions and make decisions based on an understanding of the relevant issues, factual information and logical assumptions.
Influencing	Seek to secure support and commitment from colleagues through the clear articulation of ideas and opinions and open dialogue, supported where possible by factual information.
Communication	Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.
Customer service	Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to both parties and deliver as agreed.

## ESSENTIAL SELECTION CRITERIA

---

- Experience working as a professional festival and/or events Production Manager.
- Experience working in the arts, preferably the performing arts and arts festivals.
- Experience formulating quality administrative management systems.
- Experience scoping, managing and reporting on event budgets.
- Excellent written and verbal communications.
- Excellent time management including setting and meeting deadlines.
- Intermediate to advanced knowledge of the Microsoft Office suite or equivalent.
- Experience in staff and contractor management.
- Driver's licence.

## TERMS

---

- This position is a 16-month contract with option to renew for 2021 Festival.
- Work will be primarily based at the Castlemaine State Festival office.
- Availability for full pre, post and Festival production period will be required 11 March-5 April 2019. This includes weekends, public holidays and flexible working hours when necessary.
- Castlemaine State Festival is an EEO employer.

## APPLICATION

---

- Your application should respond specifically to the Position Description and Selection Criteria and include your most recent CV with contact details of 3 referees.
- Deadline for applications is 5pm on Friday 15 December 2017.
- Email applications to [krista@castlemainefestival.com.au](mailto:krista@castlemainefestival.com.au) with Production Manager Application as the subject.

**For enquiries please contact Krista Horbatiuk, General Manager on 03 5472 3733.**