



## CASTLEMAINE STATE FESTIVAL PTY LTD POSITION DESCRIPTION

<b>TITLE</b>	PRODUCTION MANAGER
<b>LOCATION</b>	GOODS SHED ARTS 21 KENNEDY STREET, CASTLEMAINE, VICTORIA
<b>REPORTS TO</b>	GENERAL MANAGER
<b>DIRECT REPORTS</b>	PRODUCTION COORDINATOR, PRODUCTION STAFF
<b>EMPLOYMENT PERIOD</b>	3 DAYS/WEEK SEPTEMBER TO DECEMBER 2022 FULL TIME JANUARY TO APRIL 2023 1 DAY/WEEK MAY AND JUNE 2023
<b>REMUNERATION</b>	\$75,000 PRO RATA PLUS SUPERANNUATION
<b>DOCUMENT DATE</b>	AUGUST 2022

### ORGANISATIONAL CONTEXT

The Castlemaine State Festival celebrates its 46<sup>th</sup> birthday in 2022, making it one of the longest-running arts organisations in Victoria, the oldest multi-arts festival in Victoria, and one of the most durable festivals in Australia. Over the past 10 years the Festival has gone from strength to strength and is currently experiencing its most significant period of growth, change and impact. Under the leadership of Festival Director and Chief Executive, Glyn Roberts, and a capable and cohesive team, accountable to and supported by a strong and experienced Board, the Festival has presented its most successful editions ever in this time.

In parallel to the biennial festival, the organisation has completed stage 1 redevelopment of the Castlemaine Goods Shed and is now operating as the growing creative industries hub, Goods Shed Arts. The organisation is now embarking on stage 2 component of the redevelopment which will take form of a new arts and cultural space created for Castlemaine and the region to enjoy. The Victorian State Government has already committed \$6 million to the initiative and further support is being sought from the Federal Government and major philanthropy.

In the organisation's period of adaptation and transformation ahead, we value the contribution and commitment of our hard-working team.

### POSITION PURPOSE

The Production Manager works alongside the Castlemaine State Festival team to manage all production elements for the presentation of the biennial Castlemaine State Festival (2023). The Production Manager provides expertise in the development and implementation of all logistics and technical requirements associated with these Festival programs including the management of budget, schedules and production staff made up of a production coordinator, technical contractors, stage managers, site managers, operators and crew.

### KEY RELATIONSHIPS

Internal	General Manager, Festival Director/CEO, Creative Producer, Associate Producer, Production Staff, OHS & Risk Manager, Marketing & Partnerships Manager, Finance & Administration Manager, Ticketing & FOH Manager, Administration Assistant, Patrons Manager and Grants Writer
External	Artists, arts organisations, Mount Alexander Shire Council, technical contractors and service providers, public safety services, venues, local community organisations and businesses.

## **RESPONSIBILITIES**

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### **OPERATIONS & SCHEDULES**

- In consultation with the Festival Director/CEO, General Manager, 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, crew transport, freight, permits, licenses, insurances and signage. Ensure relevant key organisational milestones are included and all requirements are completed to the highest professional standards and are compliant with all legislation.
- Develop templates and populate schedules to include master production schedule, event running schedules, venue schedules, transport schedules and staff & crew schedules.
- Develop Festival management plans and provide 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 the 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 technical coordination staff, ensure technical contractors and suppliers are scoped, procured early and managed appropriately, including lighting, sound, infrastructure, security, cleaning and venue personnel.
- Alongside the Finance & Administration Manager, ensure 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 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 and for Board reporting, when requested.
- Provide advice on production costs to the Creative Producer and Grants Writer in order for them to develop specific program budgets and prepare funding applications.
- Authorise and track payments on all production invoices and liaise with Finance & Administration Manager to ensure processing by due dates.

### **STAFF MANAGEMENT**

- Alongside the General Manager, develop a production staffing structure and timelines for recruitment of all appropriately skilled production staff, operators and crew.
- Recruit and manage technical coordination staff with the support of the General Manager.
- Recruit in a timely manner and manage production staff, operators and crew with the support of technical coordination staff.

- Develop schedules for all staff, operators and crew with the support of the technical coordination staff.
- 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**

- Provide relevant production information to OHS & Risk Manager to ensure all necessary requirements of occupational health and safety, risk assessment, public approvals, law compliance and human resources are met.
- Support the General Manager and the OHS & Risk Manager in the implementation of the Emergency Management Plan and conducting of Risk Assessments.

## **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.

## **GOODS SHED**

- Alongside the Venue Operations Manager, support the development of the venue as a creative hub for CSF and Castlemaine and provide related production advice to the General Manager and Project Control Group.

## **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/CEO.

## **ORGANISATIONAL RESPONSIBILITIES**

- Communicate and act in ways that are consistent with CSF's organisation's values.
- Support and promote the work of the organisation, maintaining a positive image of the organisation.
- Apply and uphold the principles of a respectful, inclusive, and diverse workplace, free from discrimination, harassment, or bullying.

## **POLICIES AND PROCEDURES**

- Adhere to, and comply with organisational policies, processes, and procedures, using appropriate systems where required.
- Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.

## ESSENTIAL SELECTION CRITERIA

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- At least five years' experience working as a professional Production Manager for arts festivals and/or complex arts related events.
- Strong planning and organisational skills.
- Experience in developing, managing and reporting on event budgets.
- Excellent time management including setting and meeting deadlines.
- Exceptional interpersonal skills and experience managing a team and contractors.
- Demonstrated professional networks with industry suppliers and seasonal staff.
- Resilience and ability to work effectively under pressure.
- Intermediate to advanced knowledge of the Microsoft Office suite or equivalent.
- Driver's licence.
- A sense of humour.

## PERSONAL ATTRIBUTES

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- 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 and teamwork – 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.

## TERMS

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- The position has an 10 month contract period with possibility of renewal.
- The position is based at Goods Shed Arts at the Castlemaine Goods Shed.
- Flexible availability is required in the immediate lead up to and Festival period 24 March – 9 April 2023.
- Castlemaine State Festival is an EEO employer.

## APPLICATION

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- Your application should include a cover letter responding specifically to the Selection Criteria and your most recent CV with contact details of 3 referees.
- Deadline for applications is **9am on Monday 22 August 2022**.
- Email applications to Krista Horbatiuk on [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.**