



THE STREET THEATRE DUTY STATEMENT

POSITION: Production & Operations Manager

SUMMARY:

The Production & Operations Manager is a full-time position, working closely with the Artistic Director/CEO and Executive Producer. Responsible for technical operations at The Street Theatre, the role has two areas of responsibility: PRODUCTION AND TECHNICAL management/delivery of artistic activities (including undertaking artistic design work) to support The Street staff and project personnel including theatre users in all technical aspects of artistic activities of The Street Theatre; and VENUE and EQUIPMENT management of The Street Theatre. Professional client-artist focused service is paramount.

THE STREET THEATRE

The Street is Canberra's leading creative producer dedicated to contemporary performance, as well as being a receiving house presenting bold work from other places. Inspired by our geography and people, we champion creative process alongside finished work; rich dialogue with our community, and in our city of ideas, inquisitive artists who have something to say about the world. Housing two theatres, one development/rehearsal space, foyer, office, and café bar in the Canberra City West Precinct, The Street Theatre is home to The Street. The Street is one of artsACT's key arts organisations and considered an essential contributor to the well-being of residents in the ACT and artistic vibrancy in the region.

CONDITIONS: 38 hours per week.

Will include days, nights, and weekends as required. Overtime is managed within the company's OVERTIME policy.

The Street Theatre is closed for four weeks over the Christmas/New Year period. Working days within that period are taken as paid Annual Leave.

RESPONSIBLE TO: Artistic Director/CEO and Program Manager

SUPERVISORY RESPONSIBILITIES: Casual Technical Staff

WORK TYPE: 1 EFT (38 hours per week base rate).

STATUS: Two-year contract (renewable) with six-month probation.

SALARY: \$65,000 per annum, to be re-negotiated after six-months.

PACKAGE: 10% Employer Contribution to Superannuation
20 days annual leave per annum accrued.
10 days personal leave per annum
Up to 3 days compassionate leave
Complimentary tickets to The Street productions in line with company policy.

START DATE: August 2016

SELECTION CRITERIA:

1. Relevant training and/or tertiary/professional qualification, demonstrated theatre technical experience, or an equivalent combination or both.
2. A minimum five years professional experience as a Technical or Production Manager in a theatrical context.
3. Financially literate with excellent ability to both draft and control budgets.
4. Extensive experience in all aspects of technical theatre, including audio, lighting, audio visual, staging and stage rigging.
5. Knowledge of theatre and workplace health and safety, hazard identification and risk assessment.
6. Understanding of creative processes and responsiveness to creative concepts.
7. Ability to work independently and exercise initiative.
8. Demonstrated ability to work successfully in a multi-project environment.
9. Well-developed interpersonal skills and demonstrated strong team leadership as well as the ability to work co-operatively as part of a small busy team.
10. Strong planning, organisation and scheduling skills with strong attention to detail.
11. Must hold a drivers licence.

DESIRABLE: A knowledge of, and interest in, contemporary theatre, music, and live performance arts practice, especially in the Australasian context.

Experience in the use of CAD lighting programs such as Vectorworks Spotlight and ability to produce plans.

Relevant workplace certificates/competencies – for eg., EWP, rigging, first aid.

PRINCIPAL DUTIES: Production management on designated projects and effectively planning for production requirements including scheduling for all productions and other artistic activities during the year.

Provision of technical support to all in-house productions and projects as required including but not limited to: installation of sets and equipment, operation of stage sound, lighting, and AV equipment.

Creative design in area of specialisation (lighting/stage/sound) on designated projects.

Manage and oversee casual technical staff and maintenance of an annual register of who is employed on what projects for annual reporting processes.

Encourage and develop the skills of personnel associated with The Street in stage management and the operation of productions. This will involve arranging and/or conducting training programs for such personnel, and maintaining a register of persons who have sufficient skills to operate theatre equipment safely and efficiently.

Ensure The Street Theatre site (indoors and outdoors) is well maintained.

Provide accurate and timely reporting to assist project reconciliation and issue resolution.

Maintain all technical and theatrical equipment and consumable theatre items to ensure The Street is well presented, in working order, and complies with relevant statutory requirements and industry standards.

Ensure the correct use of all The Street Theatre equipment and management of storage spaces.

Ensure a safe and clean workplace for staff, project personnel and theatre users and oversee the updates on OHS documentation to ensure all company policies are in the line with regulations and national standards.

Ensure that productions/projects are undertaken in a responsible manner and that The Street users are advised of and comply with relevant legal, security and safety requirements.

Maintain register of all technical and theatrical equipment and carry out maintenance and purchases as required, within agreed budget.

Generate technical theatre plans, templates, and information sheets on specifications of venue and keep up to date.

Maintaining technical files, records, manuals and reports as required.

Work in conjunction with other staff to update, maintain, and manage the technical content of The Street Theatre website including monitoring and updating regularly venue information, technical specifications, plans/drawings, photos etc.

Develop strong and positive relationships with theatre users.

Take reasonable steps towards minimising the environmental impact of the technical areas of the business to enable The Street to move towards sustainable environmental practice and performance.

Manage restocking of Dressing Rooms consumables and stage management boxes.

On-call responsibilities with other staff as negotiated.

The position description is designed to provide information on the advertised position. If you require any further information regarding this position, please contact **Caroline Stacey, Artistic Director/CEO at The Street** at carolines@thestreet.org.au

Applications must be received by close of business **Tuesday 7th June, 2016**. Applications will be short listed for interview based on the responses to the selection criteria. Applications should be marked 'Confidential' and may be submitted by:

Apply Now: Select the [Apply Now](#) button and follow the prompts
(Preferred option)

Email: carolines@thestreet.org.au

Post: Caroline Stacey
Artistic Director/CEO
The Street Theatre
GPO Box 3138, Canberra ACT 2601

In person to: The Street, 15 Childers St, Canberra ACT 2601