

POSITION DESCRIPTION

Hayes Theatre Co Production Manager

Employment Basis:	Full-time Two-year contract
Hours:	38 hours per week
Reports to:	General Manager
Direct Reports:	Technical Coordinator
Salary Range:	\$75,000 – \$80,000 plus super time in lieu provision

Hayes Theatre Co develops and produces some of the most exciting musical theatre in Australia. Over eight thrilling seasons, the company has developed a reputation for highly entertaining, exceptional quality musicals, where new Australian writing rubs shoulders with bold new productions of classic and contemporary international shows. Hayes Theatre Co is Australia's answer to Off-Broadway, providing a dedicated and permanent home for small-scale musical theatre with big ambitions.

We are currently looking for an enthusiastic and committed Production Manager to join our small team.

The Hayes Production Manager is a leadership position, working with the General Manager, Directors, and Designers to successfully realise the creative vision of our thrilling musicals, as well as providing support for independent productions; and overseeing the maintenance and management of our theatre and technical equipment.

The position comes with considerable responsibility and autonomy; you'll learn more, contribute more, and develop your skills faster than you ever thought possible, and you'll do it with the support of a friendly, inclusive, and fun-loving team who'll go out of their way to help you succeed.

Responsibilities

Hayes Productions and Events

- Fulfil the role of Production Manager on all Hayes productions (currently 4 annually); including but not exclusively:
- Assist the Director and Designer to scope the production design.
- Co-ordinate the build, delivery and installation of the set, props and costumes as required in consultation with the Designer and Director.
- Manage design budget and ensure delivery within budgeted levels.
- Attend rehearsals where required, and arrange, attend, and chair production meetings.
- Develop and distribute a production schedule in consultation with Designers and Stage Manager covering the bump-in, technical and dress rehearsal period.
- Engage crew for bump-in and bump-out.

- Be present throughout bump-in, technical and dress rehearsal period and bump-out to oversee the set bump-in/out, respond to requirements, and ensure that the production schedule is adhered to and adjusted as required.
- Assist with set build/installation, lighting, and sound in accordance with skill set and knowledge. Skilled crew are engaged to assist as appropriate.
- Keep an accurate record of crew hours throughout tech week and ensure all personnel are provided with sufficient breaks in accordance with the Award minimum standards.
- Oversee the bump-out at the end of the production and ensure return of all sets and costumes.
- Undertake supervision and operation for one-off shows or events, and act as relief staff - where practical - for technicians should they be unable to work a handful of shows on a season due to illness or personal emergency.

Venue

- Maintain and develop stock of technical equipment, keeping accurate records of all hires, loans, and repairs.
- Organise or undertake repairs of equipment as required.
- Providing technical support to current production as required i.e. problem solving any issues that may arise during season
- Maintaining and developing staff base of casual technicians, and providing proper, formal induction for staff.
- Basic venue maintenance i.e., light bulbs and minor fixes. Liaise with City of Sydney (landlord) regarding additional maintenance.
- Identify and manage implementation of venue alterations and improvements.
- In consultation with the General Manager, implement, monitor, and refine the company's WHS policy and practices.

Independent Productions

- Liaise with incoming production teams, providing them with the necessary venue information including WHS policy, technical specifications, and venue plans. Schedule and attend 3 production meetings with director, designers, and stage/production management over the 2 months prior to the due date for plan and technical specification delivery.
- Provide induction/clear outline of code of conduct and responsibility of incoming technical staff.
- Provide safety induction to incoming cast and crew at commencement of bump-in.
- Provide technical/venue information to show Production Manager prior to and during production and developing a good working relationship with incoming production staff.
- Supervise and assist with bump-in/out of each production presented at the venue.
- Supervision of all personnel, HTC or otherwise, engaged on the production bump-in/out.
- Contract casual technicians to work on specific productions.

Financial Management

- In consultation with the General Manager, manage the venue maintenance and technical equipment budgets, in accordance with company administration and financial management practices.
- Provide quarterly reports to the General Manager on the status of the company's venue and technical operations.
- Provide details of all production hire costs, not included within the venue rental, to be invoiced to producers prior to the completion of each production season.

The ideal candidate will have:

- 2-3 years in an appropriate role relating to technical production or production management.
- Proven ability to work & communicate with all departments of theatre craft including lighting, sound & set design.
- Extensive experience in theatre and equipment maintenance, maintaining/repairing lighting fixtures as necessary and ensuring the venues electrical systems conform to appropriate standards.
- Knowledge & working experience with wireless microphones and an ability to run basic stage audio setups.
- Sound knowledge of current WH&S standards that apply to the theatre environment, including fire safety & rigging.
- A strong network of contacts within the theatre industry and production community.
- Exceptional people management skills.

Desirable Skills

- Knowledge of CAD-based lighting platforms, especially VectorWorks
- Test & Tag certification
- First Aid Certificate
- Experience using the ETC Ion
- Soundcraft Expression series
- Riggers Certification
- Ability to program lighting consoles, including both conventional & intelligent fixtures

Ordinary Hours and Time in Lieu

While the Production Manager will average a 38-hr week, it is expected that the Production Manager will work up to 60 hours (maximum) across six days during a production week for Hayes productions only. Time-in-lieu is accrued over 38hrs a week. The Production Manager is responsible for managing their own hours.

Flexible working arrangements are possible, subject to the needs of the production.

Hayes Theatre Co is committed to ensuring that no employee is working beyond a reasonable capacity to ensure a safe and healthy workplace and will review working hours and production models as required.

Apply

Applications must include a cover letter addressing your suitability for, and interest in the role and be accompanied by a detailed CV that includes the name and contact details of three referees.

Please send to Will Harvey at: will@hayestheatre.com.au no later than **5pm Monday 6 June**.

An early appointment may be considered. Please contact Will Harvey for any questions about the role.