

Position Description

PRODUCTION AND OPERATIONS MANAGER

Role	Production and Operations Manager
Reporting to	Hillary Coyne, Executive Director & Co-CEO Kyle Page, Artistic Director & Co-CEO
Direct Reports	Technical and Operations Coordinator Casual/contract production staff
Start Date	2024, to be negotiated with the suitable candidate
Salary	\$90,000 to \$100,000 per annum, commensurate with experience
Entitlements	Standard, as per statutory requirements
Position Type	1.0 FTE
Duration	24-month contract, subject to a 3-month review and a 6-month probation
Primary Location	Dancenorth, Cnr Stanley and Walker Streets Townsville (Gurambilbarra), Queensland. Occasional out of office hours and weekend work will be required in this role. Touring regionally, nationally, and internationally will be required for this role.

ABOUT DANCENORTH

OUR ACKNOWLEDGEMENT

Dancenorth acknowledges the Traditional Custodians of the land upon which we make our work, the Wulgurukaba of Gurambilbarra and Yunbenun, and the Bindal of Thul Garrie Waja. The Wulgurukaba and Bindal people continue to nurture a deep and respectful relationship to land and sea and it is our great privilege and honour to create on their incredible country. We respectfully acknowledge neighbouring groups of our region – the Gugu Badhun and Nywaigi. We pay our respects to Aboriginal and Torres Strait Islander cultures; and their Elders past and present. We acknowledge the fact that sovereignty was never ceded and that Aboriginal people are Australia's first dancers.

OUR COMPANY

As a champion of the arts in North Queensland, Dancenorth Australia balances a dynamic regional presence with a commitment to creating compelling contemporary dance that tours the world.

We are deeply committed to the creation of adventurous new work and are unshakably committed to creating art. The art we make is deeply influenced by our regional location in Gurambilbarra (Townsville) and by our proximity to the natural wonders that surround us. Our creative process is genuinely collaborative, grounded in place and the outcomes are found in the space between each and every heart mind and body that touches the work. We celebrate and honour myriad voices, from emerging artists to artistic Elders, the story of Dancenorth is the story of many.

OUR PURPOSE

Creating a culture of consciousness through the universal language of dance.

OUR APPROACH

Our approach is built on the ethics of collaboration and collision, authenticity, collegiality, discipline, care, and love. With bravery we enmesh all that we do, which permits and permeates:

reimagining, reconciliation, reflection, shapeshifting, discomfort, generosity, experimentation, boldness, unravelling, transformation, agency, contestation, presence, possibility, ambiguity, volatility, honesty, attention, chaos, vulnerability, fragility, dissonance, disruption, consciousness, collaboration, collision, reaction and meaning.

Centred on an inclusive ethos of shared ownership, collective conscience, support, interconnection and empowerment, Dancenorth's artistic philosophy provides a fertile framework which galvanises the company's creative and administrative endeavours.

Deeply connected to place, to the vastness of the sky, the richness of the land and the saline breath of the ocean, we embrace our regional home base in Townsville as a source of inspiration and creative energy. We respond to isolation as enabling, enriching and facilitating a way of making that is responsive to these people in this place at this time.

Our aim is to nurture technical virtuosity, intellectual rigour, and emotional presence in equal measure.

PURPOSE OF THE ROLE

The purpose of this position is to lead all aspects of the Production and Operations Department, managing the technical requirements of productions, and undertaking the planning and logistics for touring productions. The Production and Operations Manager is ultimately responsible for realising the Artistic Director's vision to its fullest potential within variable technical and budgetary constraints; providing frank, fearless and timely advice regarding safety, cost and feasibility issues. The role requires a proactive creative problem-solver with highly developed communication skills, who is a collaborative and positive contributor to the Dancenorth team culture.

The Production and Operations Manager is crucial to balancing the artistic and business goals of the Company to deliver the highest possible production standards wherever Dancenorth performs. The Production and Operations Manager will have strong strategic oversight, be knowledgeable across all technical fields, and have enthusiasm for the creation of contemporary dance performance.

Under the direction of the Artistic Director and the Executive Director, the Production and Operations Manager is responsible for supervision of the Technical and Operations Coordinator, and in working closely with all staff to ensure the efficient planning, management and realisation of Dancenorth's program of activities. This includes but is not limited to scheduling, production expenditure management, recruitment of suitable casual/contract staff, and overseeing all technical elements of each

production. As a representative of the Company, the Production and Operations Manager will exhibit a professional attitude, collegiate demeanour and a working knowledge of a producing arts company.

KEY RESPONSIBILITIES

The Production and Operations Manager is ultimately responsible for ensuring all technical aspects of Dancenorth's productions and activities are realised within budget, on schedule, and according to the creative team's vision. The Production and Operations Manager will:

- Ensure production values for works produced and/or presented under the Dancenorth banner are of a standard appropriate to the context.
- Develop feasibility plans, indicative budgets and schedules for all projects at all stages; from early research stage through creative development to final production phase.
- Develop timelines for the delivery of each project or tour and generate production schedules for in-house and touring activities.
- Oversee and manage the Technical and Operations Coordinator and, through them, ensure the maintenance and smooth running of all operational aspects of the Dancenorth premises, including external venue hires.
- Be responsible for generating theatre plans, production templates and information sheets.
- Management, supervision and task assignment for production staff. This includes delegating these duties to the Technical and Operations Coordinator.
- Manage the production budgets within approved limits and provide regular budget updates to the Executive Director and Company Producer.
- Be responsible for interpreting and costing designs in accordance with the artistic goals of the creative team for each production including freight and storage requirements.
- Ensure the accurate and safe realisation of sets, props, wardrobe, lighting, audio visual effects, and sound designs.
- Purchase and maintain all production related capital items in keeping with allocated budget.
- Lead Production Meetings, ensuring that all members of the creative team are provided with up-to- date information at all stages of the project.
- Develop and maintain accurate technical specifications of each work.
- Be responsible for employment of casual/contract/permanent production staff (including secondments and trainees) in consultation with the Executive Director and Company Producer.
- Be responsible for creating and maintaining Dancenorth's OH&S Policy.
- In liaison with the Technical and Operations Coordinator, supervise and assist with technical support and maintenance of Dancenorth's studio equipment.
- Other duties as may be reasonably required by the Executive Director and Artistic Director.

TOURING

The Production and Operations Manager is responsible for researching, developing and implementing logistics plans for local, regional, national and international touring. The Production and Operations Manager is required to travel with the Company on tour and must:

- Develop tour schedules in conjunction with the Artistic Director, Associate Artistic Director, Executive Director and Company Producer.
- Provide accurate technical and freight budgets to the Executive Director to inform contract negotiations for potential tours.
- Manage the transportation of freight.
- Manage and supervise all crew on tour.
- Communicate regularly with each venue's technical team, ensuring that up-to-date Technical Specifications, lighting and audio plans and all other schedules are made available as required.
- Manage all technical operations and logistics of the tour.

OPERATIONS

The Production and Operations Manager will supervise the Technical and Operations Coordinator who is responsible for the Operational aspects of the Company, including

- Liaison with Venue Hirers on all aspects of hire events from enquiry to event completion.
- Liaison with the Office and Program Coordinator on FOH and Bar operations, including stock rotation, inventory upkeep, staff training and rostering.
- Information Technology (IT) systems support, including management of an efficient and secure server and operating system, management of the IT supplier/ contractor, and maintenance and replacement of relevant software and hardware.
- Coordination of ongoing and incidental building maintenance and liaison with contractors as required, including cleaners and Townsville City Council.
- Upkeep of venue production equipment stock, including regular preventative maintenance, and facilitation of repairs where required.
- the implementation, maintenance and update of Work Health and Safety procedures, including inducting visiting artists,

contractors and hirers, in order to maintain a safe working environment at all times.

- Maintaining a high level of order and organisation of tools, show sets, costumes, equipment and all other items housed within the venue to retain impeccable housekeeping.
- Monitoring and assisting coordination, maintenance and usage of the Company's major assets, including computers and other technology assets, the company camera, lifter etc.
- Maintain and improve on current operational procedures while respecting the restrictions of occupying an historical building.
- Work within operational budgets and organisational financial processes.
- Research and development of premises and asset data, insight and considerations for a Technical/Building and Capital Works Plan.
- General Asset Management, including accurate record-keeping and valuations.

KEY SELECTION CRITERIA

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated experience as a Production Manager (or similar role) for a performing arts company(s), including extensive experience with touring
- Demonstrated experience collaborating with creative personnel
- Demonstrated experience in budget development and management
- Experience in venue and/or operational management
- A minimum of three years relevant industry experience
- Degree in Technical Production or equivalent
- Experience with staff management
- Experience with setting and working to production budgets
- Experience in creating and monitoring schedules
- High-level oral, written, computer and interpersonal communication skills
- A positive outlook and an ambitious approach to production standards.
- Ability to plan ahead and manage peak work periods, with strong self-motivation, time-management skills, and demonstrated initiative and resourcefulness
- High standard of attention to detail and following-up on tasks
- Knowledge of arts industry employment conditions / awards
- Proficient in Microsoft Office programs and at least one Computer Aided Drawing program (eg Vectorworks, AutoCAD)
- Current Open Drivers licence
- Sense of humour and a collegiate approach to working in a team, with excellent communication skills and exceptional problem-solving ability

DESIRABLE SKILLS AND EXPERIENCE (OR WILLINGNESS AND CAPACITY TO OBTAIN)

- MR Licence, Safe Work at Heights and EWP Ticket/s, High Risk Work Licence (including rigger's ticket)
- Experience with QLab and lighting software
- Experience in regional, national and international touring
- Current First Aid Certificate (or willingness to obtain)
- Blue Card (or other Working with Children Check)

MAKING AN APPLICATION

Dancenorth is an equal opportunity employer that is proud of our inclusive and diverse work environment. We encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for roles. We strive for diversity and inclusion in the workplace and to promote a culture of opportunity.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

TO APPLY

Applications close 11:59pm, Monday, 19 August. Early applications are encouraged. Successful applicants will be contacted no later than the week commencing Monday, 26 August, with interviews to be held across August and September.

Dancenorth will pay for a return economy flight from a capital city and overnight accommodation for selected candidates required to travel a reasonable distance for second round interviews.

Applications will only be accepted via email, sent to Eloise Grace, Company Producer eloise@dancenorth.com.au
Please mark the subject line "Your Name - Confidential Application – Production Manager".

Applications must include, in one PDF document:

- A short cover letter outlining why you'd like to work with Dancenorth;
- A three-page document (maximum) responding to the key selection criteria;
- A CV that includes contact details for 2 current referees.

Incomplete applications may not be considered. Selection Criteria must be addressed.

Enquiries about the position can be directed to Eloise Grace, Company Producer on (07) 4772 2549 or eloise@dancenorth.com.au