

Position Description

PRODUCTION AND OPERATIONS COORDINATOR

Role	Production and Operations Coordinator
Reporting to	Production and Operations Manager
Direct Reports	Casual/contract technicians and FOH staff
Start Date	2025, to be negotiated with the suitable candidate
Salary	\$65,000 to \$75,000 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.

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 support and work under the direction of the Production and Operations Manager in coordinating the technical and planning requirements of Dancenorth's suite of show in repertoire and new works. The Production and Operations Coordinator supports the Production and Operations Manager in 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 Coordinator works under the direction of their Manager to assist in balancing the artistic and business goals of the Company to deliver the highest possible production standards wherever Dancenorth performs.

The Production and Operations Coordinator will work closely with all staff to support the efficient planning, management and realisation of Dancenorth's program of activities. This includes but is not limited to assistance in scheduling, production expenditure management, recruitment of suitable casual/contract staff, and coordination all technical elements of each production.

With supervision from the department Manager, the Production and Operations Coordinator will lead the management of all venue and operational requirements of the Dancenorth premises, including venue hire/s and community engagement opportunities, liaison with premises' landlord and coordination of maintenance and suppliers within the overall schedule.

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

KEY RESPONSIBILITIES

The Production and Operations Coordinator will work efficiently under the direction of the Production and Operations Manager and is responsible for supporting and coordinating the technical aspects of Dancenorth's productions and activities, helping to ensure they are realised within budget, on schedule, and according to the creative team's vision. The Production and Operations Coordinator will:

- Assist in the development of feasibility plans, indicative budgets and schedules for all projects at all stages; from early research stage through creative development to final production phase.
- Work with the Production and Operations Manager to coordinate costings, timelines and schedules for in-house and operations activities.
- Ensure the maintenance and smooth running of all operational aspects of the Dancenorth premises, including external venue hires.
- Assist in generating theatre plans, production templates and information sheets.
- Assist in the interpretation and costing of designs in accordance with the artistic goals of the creative team for each production including scoping freight and storage requirements.
- Support the accurate and safe realisation of sets, props, wardrobe, lighting, audio visual effects, and sound designs.
- Coordinate the purchase and maintenance of all production related capital items in keeping with allocated budget.
- Take minutes of key Production Meetings, assisting the Production and Operations Manager in ensuring that all members of the creative team are provided with up-to-date information at all stages of the project.
- Assist the Production and Operations Manager to develop and maintain accurate technical specifications of each work.
- Assist in coordinating and maintaining Dancenorth's OH&S Policy.
- In liaison with the Production and Operations Manager, 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 Coordinator will support the Production and Operations Manager where and when necessary in the researching, developing and implementing logistics plans for local, regional, national and international touring. The Production and Operations Coordinator is not usually required to travel with the Company on tour, but will provide back up support to the touring party from the Dancenorth office in the coordination of technical and logistical tour operations.

In the absence of the Production and Operations Manager, the Production and Operations Coordinator will be required to lead and coordinate venue and operational activities.

OPERATIONS

Under the Supervision of the Production & Operations Manager the Production and Operations Coordinator 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.
- Assist with Information Technology (IT) systems support, including coordination of an efficient and secure server and operating system, coordination 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.
- The 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 Coordinator (or similar role) for a performing arts company(s) or venue(s),
- Experience collaborating with creative personnel
- Experience in venue and/or operational management
- A minimum of two years relevant industry experience
- Degree in Technical Production or equivalent
- 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
- 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
- Current First Aid Certificate
- Blue Card

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 midnight on Monday, 17 March 2025. Early applications are encouraged. Successful applicants will be contacted no later than the week commencing 24 March 2025, with interviews to be held in the weeks of 24 March and 31 March 2025.

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 and Operations Coordinator".

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 Candice Marshall, Production and Operations Manager on (07) 4772 2549 or candice@dancenorth.com.au