

Job Title:	Production Manager
Location:	Brown's Mart, 12 Smith Street, Darwin
Terms of Contract:	Part-time 0.6FTE (22.5hrs/week). Hours distributed unevenly across the contract – with periods of high activity balanced by periods of no activity 12-month contract with an opportunity to renew and a 3-month probationary period
Reporting To:	Technical Manager
Pay Scale:	FTE \$65,000 - \$68,000 per annum (pro rata at 0.6FTE) + 10% superannuation

Brown's Mart

Standing on Larrakia land, Brown's Mart delivers a year-round arts program centred in generosity, innovation and energy.

We present work in and beyond our multiple performance spaces which engages with diverse communities and artforms and has a strong commitment to Northern Territory artists.

Brown's Mart champions new work and new voices through residencies, creative developments and presentations, and has done since 1972. Just as this legacy continues, so does Brown's Mart's commitment to our artists, our audiences, and our community.

Position Context

Brown's Mart works closely with the Larrakia people to ensure respect and acknowledgement for their elders and for the country on which we make work.

We support the development and presentation of new performance work across multiple artforms and throughout the Browns' Mart Precinct, which contains a flexible black box theatre, a live music venue and an open-air courtyard. In addition to housing Brown's Mart's own arts programs, the precinct is home to a variety of users.

Funded by the Northern Territory Government through ArtsNT, Brown's Mart is supported by a range of stakeholders including the City of Darwin and the Darwin Airport. Brown's Mart partners with various local and national arts organisations including Darwin Festival, Darwin Fringe Festival, Corrugated Iron Youth Arts, Tracks Dance, ArtbackNT, Performing Lines and Australian Theatre for Young People.

Production Manager Duties and Responsibilities

The Production Manager reports to the Technical Manager and works with contracted production staff and designers to ensure timely delivery of Brown's Mart and Darwin Fringe Festival productions, smooth coordination of these productions with other activities within the precinct, and compliance with all Risk Assessment and WHS standards.

Scheduling and Communications:

- Facilitate communication between the creative, technical, and management teams for each production.

Production Management

- With directors, designers and stage managers, develop rehearsal and performance schedules, based on facility availability, that ensure productions proceed in a timely manner, and distribute these schedules to Production staff and cast.
- Attend rehearsals as required.
- Oversee technical elements and technical staffing for productions, including but not limited to set, costume, lighting, sound, audio visual and special effects.
- Where needed, source equipment and infrastructure as required, ensuring timely returns of any hired or sourced equipment.
- Oversee the construction, sourcing, installation, disposal and storage of all set elements for productions

- Obtain any permissions or licenses, including APRA and PPCA, that may be required for a production.
- Liaise with directors and designers to achieve a production's vision within budgetary requirements
- Maintain production contact information, production file storage and archiving.

Staffing

- Determine and manage the staff requirements for all productions, including engagement and direction of casual venue technical and stage management staff
- Provide Safety inductions to cast and crew as required.

Reporting and Compliance

- Complete a detailed Risk Assessment for all productions.
- Maintain records of documentation of all Browns Mart productions including itemised set, prop and costume lists, cue synopsis, state of the board sheets, and recorded media.

Other

- Participate in evaluation process of projects and build recommendations into future planning and practices.
- Undertake professional development including conducting research so as to ensure industry skills and knowledge are relevant.
- Represent the company as required including meeting and liaising with production stakeholders.
- Contribute to an organisational culture of openness, creativity and safe work
- Any other reasonable duties as directed by the Technical Manager

Application Process

Applicants are to provide a cover letter (no longer than three pages in length) addressing the selection criteria and showing how their skills may be transferable or applicable to the role.

Please include a current CV and two contacts as referees.

Applications should be emailed to:

ceo@brownsmart.com.au

Applications close 5pm (Central Standard Time), Sunday 5 December 2021

Selection Criteria

Essential

A minimum of five years' experience in the performing arts or an applicable industry, including the successful delivery of a variety of events and performances.

Excellent written and oral communications skills, including the ability to deal with a wide variety of stakeholders and experience working in a team environment,

High-level organisational skills, the capacity to manage competing priorities, and an ability to manage flexible hours of work.

Excellent problem-solving skills, time management and attention to detail.

Desirable

Experience in the delivery of performing arts productions

Experience managing or working in a venue or public space, including knowledge of WHS principles, practices and legislation, and experience in risk management.