



POSITION DESCRIPTION

PRODUCTION MANAGER

POSITION SUMMARY

The Production Manager plays a vital role in supporting Arena's artistic program. In this role, you will liaise with artists and technical staff, planning and coordinating all aspects of production schedules, technical budgets and tour coordination across multiple areas of the annual program, including premiere productions, remounts, tours and our Creative Classrooms Program.

The position is expected to work closely with the Executive Director and Artistic Director to support the annual artistic program. The position reports directly to the Executive Director.

ABOUT ARENA THEATRE COMPANY

Arena Theatre Company creates inspiring live performances that have a genuine engagement with young people. Over the Company's 55 year history it has sustained an international reputation for excellence as a theatre maker driven by the complex range of experiences encountered by young people in today's world.

Each year, Arena presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff works with a range of contract artists, performers and production personnel to realise work of the highest standard.

Arena's office and rehearsal space is based in Bendigo, with the Company's work presented at a range of venues locally, nationally and internationally. Arena has a small core staff team of seven personnel and is governed by a Board of nine Directors. The Artistic Director and Executive Director are the Company's Co-Executive Officers.

DUTIES AND RESPONSIBILITIES

- Assist the Executive Director in planning and scheduling the technical aspects of Arena's annual program.
- Manage project budgets and ensure all productions are delivered within budget.
- Scheduling of all rehearsal and bump in periods within the annual program.
- Key liaison with artists, service contractors, hire companies and contracted production staff.
- Ensure that all OH&S legislation, policies, procedures and work practices are implemented and adhered to and participate in risk assessments as required.
- Tour with most productions as the Touring Production Manager.
- Ensure all shows are adequately documented and documentation is well organized for future tours and remounts.
- Ensure production spaces (storage, rehearsal rooms, backstage areas) are kept in an organized and clean state