

POSITION DETAILS

Position Title

Production Manager

Position Number

14733

Classification Level

Level 9

Award/Agreement

Perth Theatre Trust Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments

Division/Directorate

Venue Management

Branch/Section

Technical Services

Physical Location

Perth Metro Venue

Effective Date

25/03/2022

Employment Type

Fixed-Term

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

14951, Production Manager - Senior – Level 10

Positions reporting to this position

Nil.

PURPOSE OF THE POSITION

The Production Manager is responsible for providing production management services to clients and presenters in close operation with the Senior Production Manager. This position oversees multiple venues within the Perth Theatre Trust and assist in the daily operation of these spaces. The position is responsible for the financial management of all technical elements associated with the productions assigned.

ABOUT THE PERTH THEATRE TRUST

The Perth Theatre Trust (PTT) is a statutory authority established and constituted under the *Perth Theatre Trust Act 1979* to oversee the management and operation of theatres vested or leased to PTT by the State Government.

PTT is responsible for the care, control, management, maintenance, operation and improvement of theatres under its control which currently includes the Albany Entertainment Centre, His Majesty’s Theatre, Subiaco Arts Centre and State Theatre Centre of WA.

PTT is part of the Culture and Arts Division, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC).

ORGANISATION	MISSION	VISION	VALUES
DLGSC	To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.	Creating a vibrant, inclusive and connected WA community.	Customer Focused Responsive Respectful Accountable Innovative
PTT	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service

DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Contribute to technical planning to ensure venues are maintained and developed to meet artistic and business needs.
2. Manage the crewing requirements and coordinate the technical production operations without compromising safety or artistic needs.
3. Manage the provision of third-party services to events at PTT as required.
4. Create and interpret Risk Assessments and to manage the Risk Assessment process for an event
5. Contribute to Safe Work Procedures to adhere to PTT OHS policy and venue hire contract; and ensure adherence and understanding of PTT labour and equipment charging policy.
6. Contribute to staff recruitment, training and induction processes.
7. Manage venue production budgets, production related technical expenditures, reconciliation and reporting.
8. Other duties, as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. **Role Specific**

- Demonstrated production management experience in a technical production environment.
- Demonstrated ability to draft advanced technical drawings in CAD (or equivalent drawing program).
- Demonstrated experience developing and managing event production budgets across multiple disciplines.

2. **Shapes and Manages Strategy**

- Strategic problem solving and analytical skills including creative/lateral thinking and the ability to interpret non-technical requests into technical specification information.
- Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans.

3. **Achieves Results**

- Project management skills including organisational, time management and prioritisation skills, and the ability to manage several events simultaneously, meet strict deadlines and forward plan.
- Demonstrates flexibility and copes with day-to-day changes in priorities.
- Focuses on quality, adheres to procedures and appropriate information management systems for currency.

4. **Builds Productive Relationships**

- Demonstrated ability to manage third party services for events and productions.
- Proven ability to supervise small groups performing production-based activities.
- Builds and maintains relationships with stakeholders, team members, other teams, colleagues, and clients
- Consults and shares information with team and seeks input from others, ensures others are kept informed

5. **Exemplifies Personal Integrity and Self-awareness**

- Ability to understand and operate within the mission, vision and values of the Department and PTT.
 - Takes responsibility for completion of work within time frames, takes initiative to progress work when required.
- Maintains a positive outlook and maintains a balanced working environment

6. **Communicates and Influences Effectively**

- Outstanding customer service experience.
- Strong written and verbal communication and interpersonal skills.

- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience

Desirable:

- Qualification in event management or related field.
- Rigging Qualification
- OHS Qualification
- Experience with Event Management Software (Ungerboeck or equivalent)

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- PTT venues operate in a 7 day a week environment. There may be requirement to work weekends and after normal business hours from time to time.

Appointment is subject to:

- 100 point identification check;
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months);
- Construction Safety Awareness Training Card (White Card – formerly Blue Card).
- Adheres to the Code of Conduct and behaves in an honest, professional, and ethical way.

Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)



*I have read and accept the responsibilities of the Job Description Form.
The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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Employee Signature

Date (DD/MM/YYYY)