



TEN DAYS ON THE ISLAND PRODUCTION MANAGER POSITION DESCRIPTION

REPORTS TO:	HEAD OF PRODUCTION
LOCATION:	TEN DAYS ON THE ISLAND BURNIE OFFICE
CONTRACT PERIOD:	2 AUGUST 2022 - 9 APRIL 2023
HOURS:	FULLTIME
REMUNERATION:	\$78,000 PER ANNUM PRO RATA + SUPERANNUATION

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a statewide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their works to a wider audience, access for Tasmanian audiences to national and international artists and companies of the highest quality and helps to build Tasmania's professional arts infrastructure.

The biennial festival celebrates Tasmania's Island culture and offers a platform on which to profile and promote Tasmania's innovative, creative, and resourceful character and unique cultural identity.

Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

The next Festival is 3 – 19 March 2023.

PURPOSE OF THE POSITION

Reporting to the Head of Production, the Production Manager will assist with planning, and oversee the implementation of both technical and operational procedures for the festival rollout and duration. This role will also include the management and coordination of various staff and crew, plus the collation and reporting of information and outcomes as per Ten Days on the Island guidelines.

KEY DUTIES AND RESPONSIBILITIES

TECHNICAL MANAGEMENT

- Manage the preparation, scheduling and delivery of the Festival's technical and production requirements and movements including, but not limited to, equipment, bump ins/outs, and technical/production crews, within budget and timeframes
- In consultation with the Head of Production, work with the Program Manager and various coordinators to consolidate all technical and production requirements across the Festival
- Prepare, finalise, distribute technical and production documentation for venues, suppliers, staff, crew, artists, arts companies and other stakeholders
- Supervise all technical aspects of Ten Days' productions to ensure they are presented to the highest professional standards

- Liaise with venues, artists, and Ten Days' management on the technical elements of festival productions and events
- With the Head of Production, ensure all venues under consideration for hosting programmed events ensuring the fit of each production into each venue
- Provide and update the Ticketing Services team with information regarding any impact that technical elements may have upon audience seating such as sightlines, tech holds and capacities
- In collaboration with the Program Manager provide the Marketing team with event-specific information for use in publicity and promotional material as required
- Assist the Marketing team with the delivery of partnership events, functions, and media launches as required
- Work with the Head of Production on all areas of workplace health and safety, public approvals, and compliances with regards to the holding of public entertainment
- Assist the Head of Production to develop and maintain risk management systems
- Provide the Head of Production, Program Manager, and related coordinators with all technical and event-related information that may have an impact on the logistical requirements of the Festival such as freight, ground transport, and artist requirements as required
- Ensure all data captured and documentation produced is done so using the required systems and software, including the use of the Festival database.
- Assist with provision of material for the 2023 Staff Handbook to facilitate the staff and crew induction process
- Assist with the coordination and management of the physical maintenance and stocktaking of Ten Days' resources

FINANCIAL AND STAFF MANAGEMENT

- In consultation with the Executive Producer, Head of Production, Head of Programming and Program Manager, provide budget input in areas relevant to technical production and ensure quality budget control at all times
- Track production expenditure, purchase orders, event coding, and reporting as required and in line with the organisation's procedures
- In consultation with the Head of Production assist with the development of position descriptions, recruitment, and contracting for the required Festival crew, plus engaging suitable contractors to deliver production and technical services
- Delegate to and supervise Ten Days' event coordinators, technical staff, and venue crew in the delivery of production and events
- In collaboration with the Program Manager produce individual itineraries for visiting technical staff and creative teams as required.

COMMUNICATIONS

- Liaise and work collaboratively with all Festival departments, staff members, and volunteers to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments
- Develop and maintain effective relationships with artists, agents, arts organisations, arts festivals, venues, stakeholders, suppliers, and other relevant external agencies for the implementation of the Festival program of events
- Participate in regular Ten Days on the Island staff and departmental meetings
- Provide the Head of Production and Executive Producer with a weekly report of developments and activities either in writing or in meetings

GENERAL

- Attend Ten Days on the Island events and functions as required
- Attend a general Festival debrief post-Festival and write a job-specific Festival report
- Any other duties as reasonably requested by the Head of Production or Executive Producer.

DESIRABLE

- Previous organisational experience within an arts festival environment
- Previous technical and logistical experience within an arts festival or events environment
- Experience with Airtable software platform and/or similar database system

OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYMENT EQUITY

The Ten Days on the Island team is committed to high standards of performance concerning Occupational Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training, and the elimination of workplace harassment and discrimination.

WORK CONDITIONS

This position is based in pataway/Burnie, lutruwita/Tasmania. Considerable intrastate travel will be required.

Normal hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2023 Festival and other Ten Days' events.

TIME IN LIEU

Ten Days has a Time in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to

- holiday leave accrued pro rata at the rate of four weeks for every 52 weeks worked. No leave loading will be paid.
- personal leave of 10 days per annum (pro rata). No payment is made for unused personal leave during the contracted period.

SELECTION CRITERIA

Essential

1. Minimum of five years' professional experience in the arts industry in production or tertiary qualification in technical management, or an equivalent combination of relevant knowledge, training, and experience
2. Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
3. Experience working with artists and artistic companies and strong negotiation skills in dealing with a wide range of stakeholders
4. Exceptional time management skills including the proven ability to effectively prioritise workloads and meet tight deadlines
5. Proven track record in managing event staff effectively and motivating a team
6. Demonstrated experience in successfully developing and managing event budgets and technical plans
7. High-level computer skills in Vectorworks, Microsoft 365 and general knowledge of the functioning of database or project management software platforms.
8. Driver's Licence

HOW TO APPLY

Address the Selection Criteria by writing a one-paragraph response to each Essential Selection Criteria listed above. You only need to address points 1 – 6 of the Essential Criteria.

Email the Selection Criteria, your current CV and a brief cover letter to christian.storan@tendays.org.au

Please write **TEN DAYS PRODUCTION MANAGER APPLICATION** in the subject line of the email.

Applications must be received by **5 pm Monday 30 May 2022**.

If you have any questions about the role or the application process, call Christian Storan on 0409 563 638.