



Production Manager – version 1.0 inc.

Location: CarriageWorks, Eveleigh (Sydney) NSW

Role: Production Manager

Salary: \$54,000 (full time) plus superannuation and leave loading

Application closing date: Friday 23 December 2011

Commencement of Employment: 30 January 2012 or by negotiation

version 1.0 inc is looking for an experienced Production Manager to join its small, dynamic team.

Sydney-based version 1.0 is an ensemble of artists who make performance through collaboration, investigating and also enacting democracy. We make devised performances that are both political and intensely personal, based on strong research, and that engage with significant political and social issues using innovative theatrical strategies. version 1.0 is acclaimed in Australia for our innovative, accessible, and entertaining blend of documentary theatre, contemporary performance, and media spectacle. Previous performance works includes the widely acclaimed *The Table of Knowledge* (2011), *The Disappearances Project*, (2011), *seven kilometres north-east* (2010), the Green Room Award-winning *The Bougainville Photoplay Project* (2008-2011), the Helpmann Award-winning *THIS KIND OF RUCKUS* (2009-2010), the Drovers Award-winning *Deeply offensive and utterly untrue* (2007-2009), *The Wages of Spin* (2005-2006), and *CMI (A Certain Maritime Incident)* (2004).

Founded in 1998, version 1.0 was granted Key Organisation status by the Theatre Board of the Australia Council in 2009. version 1.0 is currently triennially funded (2012-2014) by both the Australia Council and Arts NSW.

The role of Production Manager at version 1.0 requires the following skills and experience.

Essential selection criteria:

Aptitudes/Abilities/Skills

- Proven aptitude for integration of artistic vision with technical, financial and scheduling imperatives;
- Proven ability to work flexible hours, multitask and navigate a range of different, dynamic production environments as required;

- High level communication and interpersonal skills;
- Experience working with a range of artists, both professional and emerging;
- Proven ability to lead and motivate a team of casual staff;
- Proven high standard of attention to detail and 'follow-through';
- Proven ability to plan and prioritise an often-heavy workload.

Experience

- Production management experience in a performing arts organisation
- Experience in formulating and monitoring budgets.
- Experience in formulating and monitoring schedules, particularly for bump in and bump out.
- Experience in staff management and working with a wide range of people.
- Experience in the use of computer hardware and software, including Excel and VectorWorks.
- Full driver's licence
- Experience in maintaining, installing and managing AppleMac computers.
- Experience with national touring within the performing arts.

Knowledge

- Knowledge of current work safety and OH&S principles.
- Knowledge of relevant Theatrical Awards, including some knowledge of company and employer statutory obligations.
- An interest and sensitivity to performers, artists and the creative process.

Desirable selection criteria:

- Experience with international touring within the performing arts.
- Experience in lighting and sound design and operation.
- Rigging, forklift, EWP and first aid certification.

Submitting your application

Please include the following with your application:

- A cover letter (maximum 3 pages) addressing the selection criteria
- Your CV (maximum 2 pages)
- Telephone contact details for two references

Please email your application to:

Jocelyn Payne

General Manager, version 1.0 inc

jocelyn@versiononepointzero.com

Or mail to:

PO Box 3035

Redfern NSW 2016

Production Manager – version 1.0 inc.

Position Description

The Production Manager is responsible for the safe, efficient and timely implementation of all production and technical aspects of version 1.0 inc's (V1.0) performance activities in accordance with the artistic and business objectives of the organisation. Regular travel within Australia will be required in this position depending on V1.0 touring productions.

Key Accountabilities

The Production Manager, in the activity of their duties, will be accountable to the CEO and Producer and will work with the General Manager on financial matters.

Duties

The Production Manager:

- is responsible for ensuring the accurate, safe, timely and cost efficient realisation of sets, props, wardrobe, lighting, video, sound, staff scheduling, rehearsal space and storage requirements for all stages of V1.0 performance projects, including obtaining permits and licences, (APRA fire, smoking etc) as required.
- is responsible for interpreting and costing set, costume, sound, video and lighting designs for the stage in accordance with the artistic goals of the creative team for each production.
- is responsible for the development of performance documentation including but not limited to; prompt copy, recording blocking, run sheets, prop / costume breakdowns, rehearsal and performance reports
- is responsible (with the General Manger and Producer) for the management of production expenditure in accordance with annual and project budgets.
- is responsible for generating production schedules for in-house and touring activities.
- is responsible for generating principle production correspondence including theatre plans and risk assessments.
- is responsible for arranging and chairing all production meetings.
- is responsible for employment, supervision and delegation of tasks for all casual production staff (including secondments, interns and trainees).
- is responsible (with the CEO and the General Manager) for the purchase and maintenance of all production-related capital items.

- is responsible for managing the external hire of V1.0's equipment, and developing new hire relationships to meet annual equipment hire income targets
- is responsible for generating stage plans, templates, tech specs and information sheets.
- is responsible for overseeing the development of and updating an OH&S policy for V1.0.
- is responsible for maintaining production files for performance projects including video, lighting and sound files, electronic back ups and paper production files.
- is responsible for liaison with artists and creatives in relation to performance outcomes
- supervises and assists with general on site IT, technical, production and maintenance duties for V1.0 including server maintenance and data backup.
- works with the Producer to facilitate all aspects of touring productions
- participates with other company staff in reviews of company operations, capacity development, planning and budgeting
- assists the General Manager, CEO and Producer with advice and general tasks that may arise from day to day.

Terms of Employment

Remuneration

Commencing late January 2012, the Production Manager will be a full-time position, entailing approximately 37.5 hours per week. The precise hours worked will be dictated by the company's annual schedule of activities. This is a one-year position (2012), with the possibility of extension, pending funding renewal and Committee approval. An occupant of the position is subject to a 3-month probationary period.

The rate of pay in 2011 is \$54,000 plus super, with CPI-based wage increases of 3% per annum.

version 1.0 organisational chart

