



Production Manager Position Description

About Orchestra Victoria

Orchestra Victoria is an expert collaborator and specialises in partnerships across multi-disciplinary artforms. Orchestra Victoria is one of two opera and ballet orchestras in Australia, and the performance partner of The Australian Ballet, Opera Australia and Victorian Opera. The Company performs diverse and dynamic repertoire from opera, ballet and musical theatre through to contemporary orchestral and chamber music.

The Company performs regularly at the State Theatre and other professional venues in Melbourne, Victoria, and from time to time performs interstate with its national performance partners. Beyond its activities in the theatre pit, Orchestra Victoria forges partnerships to present concerts and education workshops in regional and outer metropolitan centres across Victoria.

Orchestra Victoria has performed in partnership with The Australian Ballet for over 40 years. In 2014 Orchestra Victoria became a wholly-owned subsidiary of The Australian Ballet.

Orchestra Victoria's administrative offices and rehearsal studio are located at 77 Southbank Boulevard, Southbank.

Role overview

The Production Manager is part of a team responsible for ensuring the best practice for the production, planning and operations of Orchestra Victoria's performances and other activities. The Production Manager reports to the Head of Operations and Planning (HOP), and works closely with the Artistic Director, musicians, partner company management and operations staff and the wider Orchestra Victoria team to deliver high-quality events. The incumbent will be a positive, motivated and proactive person, able working both autonomously and collaboratively within a team.

This role will take the lead to bring the Company's artistic projects and events to fruition. It is a broad and diverse role responsible for the production management of activities and collaborations presented/co-presented by Orchestra Victoria, including education projects, as well as oversight of the Company's rehearsals and performances. This role requires experience directly relevant to event management and orchestral operations with excellent problem-solving skills.

The position is Melbourne based but may require travel within Australia. Hours of work are varied due to its performance schedule and will include work on weekends and in the evenings.

Key responsibilities

The Production Manager, along with the HOP, has oversight of the delivery of the production and operational requirements of the Company in the pit and on and off stage, including orchestral pit partnerships, concerts, collaborations, recordings, commercial and philanthropic events, auditions and recitals.

Production management

The incumbent will take the lead role solely or jointly in managing production requirements for the Company's self-presented performances and events, including the delivery of projects to fulfil an artistic brief. This includes:

- Project management of events from artistic brief to delivery in consultation and collaboration with staff, including budget management and tracking of expenses;
- Rostering, contracting and supervising casual operations staff, including providing inductions and training as required;
- Booking and liaising with venues as required, including reconnaissance of project venues;
- Liaising with musician and management personnel as a key contact;
- Coordinating production arrangements for rehearsals in liaison with the Orchestra Manager;
- Oversee the organisation of FOH requirements, with consideration of audience experience and feedback;
- Overseeing travel and accommodation requirements for touring;
- Collating and distributing project information for musicians and staff;
- Proactively leading box office arrangements during production, including as key contact for bookings and ensuring complimentary tickets are undertaken in liaison with other staff;
- Liaising with guest artists and collaborators as required;
- Liaising with partner companies in relation to proposed recordings and broadcast.

Operations tasks and duty management

As required by the HOP:

- Running a performance or rehearsal as Duty Manager;
- Setting up, packing down and adjusting pit equipment, including supervising performances and rehearsals;
- Responding to incidents, and keeping records of hazard and incident reporting, and responses, in liaison with Head of Operations and Planning (HOP);
- Monitoring attendance, addressing absences, and completing show reports;
- Overseeing the Company's security and access requirements, including liaison with third-parties as required;
- Overseeing/managing freight and equipment logistics, and restocking of consumables;
- Assisting with noise mitigation in liaison with HOP.

Health and safety

In consultation with HOP:

- Ensure OHS policies and procedures are adhered to, and if undertaking duty management, that hazards and incidents are responded to, documented and communicated as identified through risk assessment procedures;
- Fulfil position of Workplace First Aid officer;

Administration & miscellaneous

- Working with the Orchestra Librarian to assist with the production and delivery of music parts to musicians;
- Ensure information is shared with a proactive approach to creating excellent service delivery, appropriate records, and with a continuous improvement approach to organisational systems.

Key selection criteria

- Experience working in the orchestral sector, or extensive experience in arts management, preferably orchestral operations and/or production;
- Project or event management experience that demonstrates strong organisational and communication skills, excellent time management skills, and the ability to multitask with attention to detail;
- Demonstrated capacity to deliver end-to-end projects or events on time and to budget;
- Initiative and a creative approach to implementing organisational improvements, problem solving, and customer service;
- A commitment to collaborative ways of working, and the ability to support the company's performance outcomes working as a team in performance partnerships;
- Highly developed IT skills, including excellent Excel skills and experience with Microsoft Outlook and Word;
- Ability to work irregular hours including evenings and weekends, and travel with the orchestra as required.

Highly desirable skills and experience

- Excellent knowledge of orchestra performance practices and instruments;
- Capacity to understand and interpret awards and industrial agreements;
- A passion for working with an orchestra;
- Good sense of humour.

Organisational values

- Inspiration and Quality
- Custodianship and Innovation
- Collaboration and Partnership
- Teamwork and Respect
- Social Responsibility

Key performance indicators

- The Company's self-presented and co-presented events and performances are delivered on brief, to budget and to a very high standard;
- Positive feedback from musicians, performance partners and other stakeholders;
- Rehearsals, pit performance and concerts are well organised and run to time;
- Work is accurate and of a professional standard, with a high attention to detail;
- Working relationships are friendly and constructive;
- Responsibility and initiative are demonstrated through project management.

Feedback and annual performance review

Each member of Orchestra Operations will actively participate in an annual performance review. The review will focus on fulfillment of the Specific Roles and Responsibilities and the achievement of the Key Performance Indicators together with planning objectives for the forthcoming year. Orchestra Victoria will support identified resources and training required to achieve the objectives.

Relationships

Reporting to:	Head of Operations and Planning
Work Team:	Orchestra Operations
Direct Reports:	TBA
Other key personnel:	Executive Director Artistic Director Orchestra Coordinator (Team) Orchestra Technicians (Team) Casual Operations Assistants (Team) Orchestra Librarian (Team) Orchestra Management Orchestra Musicians

Physical requirements of the position

Due to the geographic layout and nature of work the Production Manager will be required to undertake a diverse range of tasks which may require various forms of mobility and more complex manual handling for bump-in/out and set-up changes for the orchestra.

Element	Weight range / activity	Assistance available	Maximum frequency
Undertake administrative tasks including intensive keyboard/computer work	Sitting, reaching, bending, twisting	Ergonomic work stations	Daily
Use technology including computer, printer, scanner, binding machine and photocopier	Reaching, twisting, stretching, bending	Ergonomic work stations	Daily
Undertake manual handling of equipment such as music stands and chairs, instruments and moving road cases	Lifting, stretching, carrying, bending	Appropriate storage equipment and trolleys	Daily
Travel	Sitting	Appropriate luggage supplied by employee	Occasionally

Authorised by: Sara Pheasant
Executive Director

Date: March 2021