



HEAD OF PRODUCTION JOB DESCRIPTION

THE ORGANISATION

Melbourne Theatre Company is a semi-autonomous department of the University of Melbourne.

MISSION STATEMENT

To produce classic and contemporary Australian and international theatre with style, passion and world class artistic excellence in order to entertain, challenge and enrich audience in Melbourne, Victoria, Australia.

ORGANISATIONAL CONTEXT AND OBJECTIVES

MTC is the oldest professional theatre company in Australia; the largest theatre company in Victoria; and one of the major performing arts companies in Australia.

The Company's objectives are to:

1. Provide world class theatre for Melbourne residents and visitors at attractive prices.
2. Contribute to the development of Australian theatre.
3. Build an audience for live theatre in Australia.
4. Operate a cost-effective and creative theatre company.
5. Build a working capital base to ensure the long term survival of the Company.

MTC's annual turnover is in the \$17-18,000,000 range with 12-3% of this income in the form of government subsidy with the rest self-generated through box office receipts, sponsorship and fundraising.

The Company usually presents 11 plays in a Melbourne subscription season as well as touring productions intra- and interstate. MTC has also has an extensive Education program and a program of commissioning and developing new Australian work including the presentation of studio scale work.

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The Company employs 80 staff on an ongoing basis and up to 250 casual staff as actors, directors, designers and in other creative, production, ticketing and customer service roles.

POSITION ENVIRONMENT

The Head of Production is a senior management position heading up a department of 25 ongoing staff with a number of additional casual staff depending on the needs of the Company. The Head of Production reports directly to the Artistic Director and the General Manager.

The Production Department provides a range of services with the underlying objective of supporting the presentation of a play on stage. These manufacturing and staging services include (but are not limited to):

- Set and prop building
- Costume and wig making
- Stage management
- Technical advice and planning
- Occupational health and safety
- Set and theatre design analysis
- Electrical, sound and lighting support.

In addition the Head of Production has responsibility for the physical infrastructure of MTC's HQ in Sturt St, Southbank and shared responsibility with the Theatre Manager for technical staff working in MTC's new theatre in Southbank Boulevard, Southbank.

HEAD OF PRODUCTION'S ROLE

The Head of Production works with the Artistic Director, General Manager and senior management team to generate the most artistically satisfying and cost effective staging of MTC productions.

REQUIRED EXPERIENCE/SKILLS

The Head of Production is required to possess a variety of skills:

1. PRODUCTION AND TECHNICAL MANAGEMENT

1.1 Performing Arts Industry: experience in the technical presentation of plays, musicals, live events

1.2 Extensive knowledge of theatre and venue design: including the craft of set building, prop making, costume making, electrics and other aspects of design and manufacture

1.3 Working knowledge of Occupational Health and Safety legal and contractual issues

1.4 Working knowledge of building and equipment maintenance and security

1.5 Problem solving in complex technical environments

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1.6 Good contacts; access to networks, consultants and quality service providers with empathy to our business.

2. GENERAL MANAGEMENT

2.1 People management: including recruitment, selection, training and development, day to day management and performance reviews

2.2 Resource management: including IT, financial and material resources from both strategic and practical positions, applying key knowledge and experience to attain determined outcomes.

2.3 Planning: ability to develop operational plans including rostering, scheduling, coordinating resources plus development of quality assurance measures

2.4 Problem Solving: understands issues, conceptualises outcomes and facilitates calm unbiased issue resolution to acceptable levels.

2.5 Dynamic Personal skills: anticipates and comprehends issues, demonstrates flexibility and capacity to work in a team, delegates authority and responsibility, communicates effectively to all contacts and staff, delivers timely outcomes.

2.6 Communication: a sound ability to communicate in all forms to all levels of the organisation and other stakeholders.

ROLE

1. **Application of technical knowledge** including managing the building of shows, bumpins and troubleshooting
2. **Management of technical and craft based staff** including stage managers, set builders, costume makers, theatre mechanists, electricians
3. **Budgeting, costing, management and sensitivity analysis** for sets, costumes and other production elements
4. **Managing financial performance:** including monitoring, forecasting and correcting financial outcomes
5. **Contracting** external suppliers
6. **Generating new production processes** to increase artistic outcomes and reduce financial costs
7. **Risk Management:** responsible for the development and evaluation of EHS systems including the management of risk
8. **Building maintenance:** responsible for the effective operations of Sturt St and any other building owned or operated by the Company as required
9. **Advice:** to AD and GM with regard to effective production and building planning including the development of new facilities and to freelance creative staff about the effective presentation of their vision.

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KEY RELATIONSHIPS/INTERACTIONS

- To the AD for all aspects of the manufacture and bumpin of productions
- With GM and senior management staff on issues such as building maintenance/development, production budgets, EHS
- To the Board, in relation to the strategies to improve EHS and building maintenance/development
- Theatre Manager for the most effective implementation of the MTC Theatre's Technical requirements
- Production and Technical supervisors and managers who have line responsibility for delivering annual priorities and results for their units
- University of Melbourne EHS and Building Services – to ensure application of relevant University standards as well as access to University resources
- The Arts Centre, venue managers, service providers and consultants - to identify needs, seek specialist information and advice, negotiate contracts and keep abreast of best practice.

QUALIFICATIONS, EXPERIENCE AND QUALITIES

1. Qualifications in either production management or stage management
2. Minimum of 5 years experience in relevant theatrical supervisory of management role
3. Hands-on manager, proactive in nature with maturity, warm and openness as key personal traits.
4. Demonstrated budget development and control skills
5. Demonstrated strategic planning capacity
6. Demonstrated understanding of EHS legislation as it applies to the theatrical workplace.

TERMS OF EMPLOYMENT

- The position reports to the Artistic Director and the General Manager
- The position is located at 252 Sturt St, Southbank, Victoria
- MTC is an Equal Employment Opportunity Employer and Sturt St is a smoke free environment
- More detailed conditions will be discussed during the interview process should a candidate be invited to attend.