



DEPUTY PRODUCTION MANAGER

Ensemble Theatre is seeking an organised, creative and collaborative DEPUTY PRODUCTION MANAGER to join our Production Department.

- We are looking for a dedicated team player
- To join a passionate and skilled team
- To work collaboratively with exceptional Australian creative and technical teams to produce quality theatre



Final Bow of THE APPLETON LADIES' POTATO RACE, 2019. Photo by Phil Erbacher.



ABOUT US

Ensemble Theatre is Australia's longest continuously running professional theatre company and boasts the 3rd largest number of theatre subscribers in the country. Based in Kirribilli, Ensemble Theatre is a welcoming and inclusive theatre and gives voice to diverse stories by presenting an annual season of exceptional plays by Australian and international playwrights. Each year we welcome 80,000 people to our venue and aim to create theatre that is accessible, enlightening, surprising and above all entertaining.

Running alongside the annual season are audience experience and education programs which include a series of projects and events offering opportunities to emerging writers, directors, schools and young people. In 2020, Ensemble Theatre will launch its Reconciliation Action Plan and present eight new Australian works including the world premiere of BLACK COCKATOO as part of Sydney Festival. Led by Artistic Director, Mark Kilmurry, Ensemble Theatre engages Australia's most prominent writers, directors and designers and proactively seeks out and nurtures emerging talent. Ensemble Theatre is a well-resourced and intimate venue of 220 seats.



View of Ensemble Theatre from the marketing and production office.



THE ROLE

The Deputy Production Manager is a full-time position and a key member of the Ensemble Production team. This role reports to the Production Manager and works closely with the Technical Supervisor to deliver the Company's productions and events – at Ensemble Theatre and on tour.

GENERAL RESPONSIBILITIES

- Provide support to the Production Manager to deliver the annual season of 10 – 11 plays, touring and extra events, including scheduling, costing and production planning and delivery.
- Support members of the creative team to facilitate the design and production process, as directed by the Production Manager.
- Oversee delivery of all rehearsal and event requirements including: props sourcing and making, costing and procurement of materials. Planning and delivery of touring shows in collaboration with the Production Manager.
- Maintain the Company's theatre, workshop, rehearsal spaces, storage facility and other resources as required and in collaboration with the Production department.
- Assist the Production Manager in the development and implementation of policies and procedures relevant to all technical and production areas.
- Plan the annual or ad hoc maintenance as required for rehearsal studios, theatre, store, workshop and technical equipment.
- Ensure a high level of Workplace, Health and Safety practice is followed at all times.
- Provide leadership at production meetings, technical, dress rehearsals and previews as required.
- Ensure Ensemble Theatre Induction documentation is relevant and current

SPECIFIC RESPONSIBILITIES

- Production Manage a minimum of two of the company plays each season
- Archive records of each production at end of each season.
- Maintain props, sets and wardrobe during the run of each production.
- Ensure all induction documentation and other relevant Ensemble policies are distributed to casuals and contractors.



- Manage operations of the Company storage facility including hire logistics of set, costume and props.
- Represent the Production Manager at management meetings and attend Production Meetings, Department Meetings and Design presentations for each production and event.

KEY SELECTION CRITERIA

- Demonstrated 2 years' experience within a professional Performing Arts or Entertainment organisation in a Production role.
- Demonstrated ability to work autonomously and within a small team.
- Demonstrated leadership and problem solving skills, excellent communication skills, and a can do attitude.
- A broad knowledge of the theatre production process, including a sound understanding of staging and technical systems, prop/furniture making/sourcing, rehearsals and production week protocols.
- Proficiency in the use of Microsoft Office and other relevant software packages.
- Knowledge and proficiency of CAD (Vectorworks) is desirable.
- Knowledge of Workplace Health and Safety issues, particularly in theatre
- Current Manual Driver's License
- Willingness and flexibility to work extended hours as required.

POSITION HOURS, REMUNERATION AND BENEFITS:

- 38 hours per week (5 days), Monday to Friday. This position will also involve irregular hours, including evenings and weekends during production periods. Any overtime is calculated as per the award.
- 10% employer contribution to superannuation
- 20 annual leave per annum accrued pro rata + 8 days personal leave per annum pro rata
- Industry award entitlements apply, e.g. annual and sick leave
- Complimentary tickets to Ensemble Theatre productions subject to availability.
- Salary: \$60k + super (negotiable)



MAKING AN APPLICATION:

Please forward your application, including a cover letter, response to selection criteria and a copy of your current CV.

Mark your application **CONFIDENTIAL** and address to Simon Greer, Production Manager at:

Ensemble Theatre, 78 McDougall St, Kirribilli NSW 2061

Or email to: simon@ensemble.com.au

Please include the words **'DEPUTY PRODUCTION MANAGER'** in the subject line of email.

Applications close COB Friday 7 February, 2020.

For further information please contact Simon Greer 0427 184 949.