

DEPUTY PRODUCTION MANAGER

Are you an experienced and motivated production professional ready to take the next step in your career?

Ensemble Theatre is looking for a dynamic and solutions-focused **Deputy Production Manager** to join our passionate team.

This is an exciting opportunity to work alongside some of Australia's most talented creative and technical artists to deliver high-quality, professional theatre. We're seeking a collaborative team player who thrives in a fast-paced environment, brings fresh ideas, and is committed to excellence at every stage of production.



*THE QUEEN'S NANNY by Melanie Tait. Directed by Priscilla Jackman & Designed by Michael Hankin.
Photo by Phil Erbacher*

ABOUT US

Ensemble Theatre proudly operates on Cammeraygal land in Kirribilli, on the shores of Sydney Harbour. As Australia's longest continuously running professional theatre company, we've been creating exceptional theatre for over 65 years. Our intimate 220-seat venue presents bold, world-class productions year-round, driven by powerful storytelling and artistic excellence. With a small, experienced team at its heart, Ensemble is a dynamic creative hub where artists and audiences connect, collaborate, and are inspired.



View of Ensemble from the Production Office. Photo by Prudence Upton

THE ROLE

The Deputy Production Manager is a full-time position and a key member of the Ensemble Production team. The role reports to the Production Manager and works closely with the Production Manager and Technical Manager to deliver the Company's productions and events at Ensemble and on tour. Under the supervision of the Production Manager, the role is also responsible for production managing an allocated number of productions each year. The role plays a key part in creating and implementing Work Health and Safety (WHS) policies and procedures in collaboration with the Production Team and takes the lead on sourcing and creating props for productions and managing the Ensemble production storage facility.

JOB DESCRIPTION

Key Responsibilities

- Support the Production Manager in delivering Ensemble's annual season (10–11 productions), tours, and special events.
- Assist with all production requirements, including prop sourcing and making, material procurement, costing, and budgeting.
- Collaborate with creative teams to facilitate design and production outcomes.
- Plan and deliver touring shows in collaboration with the Production Manager.
- Maintain the workshop, rehearsal spaces, theatre, and storage facilities.
- Contribute to the development and implementation of production policies and procedures.
- Plan and undertake annual stocktakes and ongoing maintenance of technical areas.
- Promote and uphold best practice Workplace Health and Safety (WHS) standards.
- Attend production meetings, technical and dress rehearsals, and previews as required.
- Act as Production Manager on a minimum of two productions per year.
- Archive production documentation and maintain props, sets, and costumes throughout the season.
- Distribute and maintain up-to-date induction materials and policies for all staff, including casuals.
- Manage operations of the company's storage facility, including external hires of sets, props, and costumes.
- Support the Technical Manager with set electrics and technical installs as needed.

Key Selection Criteria

- Minimum 3 years' experience in a production role within a professional performing arts or entertainment venue (lesser experience may be considered for outstanding emerging professionals).
- Demonstrated leadership, creative problem-solving skills, and the ability to work collaboratively in a small, fast-paced team.
- Practical experience in props sourcing and making.
- Basic construction skills and ability to use hand and power tools.
- Strong working knowledge of theatre production processes, including technical systems, rehearsals, and production week protocols.
- Excellent understanding of Workplace Health and Safety (WHS) practices.
- Effective communication skills and a positive, solutions-focused attitude.
- Valid driver's licence (manual licence highly regarded).
- Willingness and flexibility to work extended or irregular hours as required.
- Ability to read and interpret technical plans and drawings.
- Proficiency in Microsoft Office and relevant production software.

Desirable Skills and Experience

- Working knowledge of theatre sound, lighting, and projection systems, including experience with QLab and ETC lighting consoles.
- Awareness of environmentally sustainable practices in the workplace.
- Understanding of costume maintenance, including basic sewing skills.
- Knowledge and experience with set electrics.

POSITION HOURS, REMUNERATION AND BENEFITS

- **Fulltime**, 38 hours a Week
- **Salary**: based on experience \$70,000 + 12% superannuation
- Hours may include weekends and evenings and additional hours may be incurred during Production weeks. Overtime will be compensated for with Time in Lieu as per the award (*Live Performance Award 2010*)
- Leave entitlements include 20 days of Annual leave per year and 10 days personal leave per year
- Complimentary tickets to Ensemble Theatre productions subject to availability

MAKING AN APPLICATION:

Email your application, including a cover letter with your response to the selection criteria and a copy of your current CV, to paisleyw@ensemble.com.au

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

For further information please contact Production Manager, Paisley Williams (02) 8918 3405.

We will be conducting interviews as applications come in. Applications will close **5pm, Friday 8th August**, if a suitable candidate is not found before then.

Ensemble Theatre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability, refugee status and members of the LGBTQIA+ community.

* Must be Australian resident or hold current, appropriate working visa.



ALONE IT STANDS by John Breen. Directed by Janine Watson & designed by Emma White. Photo by Prudence Upton.