

PRODUCTION MANAGER: LEAD, CREATE, AND COLLABORATE

PLAY A LEADING ROLE BEHIND THE SCENES AT ENSEMBLE THEATRE

ENSEMBLE THEATRE is seeking an experienced **PRODUCTION MANAGER** to work alongside our Senior Production Manager in delivering our bold annual season.



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

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 proud history of nurturing artists and championing new writing, Ensemble has commissioned and developed dozens of new Australian plays, many of which have gone on to national tours and acclaim. Alongside our mainstage program, we deliver an extensive education and community engagement program, connecting with young people, emerging artists, and diverse audiences across Sydney, regional NSW, and beyond.

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

JOIN AUSTRALIA'S LONGEST CONTINUOUSLY RUNNING PROFESSIONAL THEATRE!

JOB DESCRIPTION

Ensemble Theatre is seeking an experienced and motivated **Production Manager** to join our team. This role **works alongside Ensemble's Senior Production Manager in delivering our annual season of 10 plays, tours, and special events.** You will be directly responsible for **production managing at least five subscription season shows each year**, as well as other events and projects. Reporting to the Senior Production Manager, you will play a pivotal role in supporting artistic vision, coordinating technical operations, and ensuring a safe and collaborative working environment.

What You'll Do

- Take the lead on production management for a minimum of five subscription shows each year.
- Work closely with the Senior Production Manager and artistic teams to bring all productions from concept to opening night.
- Coordinate production schedules, meetings, design presentations, and crews to ensure seamless delivery.
- Oversee budgets, logistics, and technical requirements in collaboration with the Senior Production Manager and Chief Financial Officer.
- Champion safety, wellbeing, and best practices across the Production team.
- Support and mentor staff and freelance crew in a positive, collaborative working environment.

Key Selection Criteria

- Minimum 3 years' experience in a production management role within a professional performing arts or entertainment venue (exceptional emerging professionals with less experience may be considered).

- Proven leadership skills with the ability to problem-solve creatively and work collaboratively in a small, fast-paced team.
- Basic construction skills, including safe use of hand and power tools.
- Strong working knowledge of theatre production processes, rehearsals, and production week protocols.
- Working knowledge of theatre sound, lighting, and projection systems, including experience with QLab and ETC lighting consoles.
- Sound understanding of Workplace Health and Safety (WHS) practices.
- Excellent communication skills and a positive, solutions-focused attitude.
- Valid driver's licence (manual licence highly regarded).
- 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.
- Demonstrated experience managing budgets across multiple projects.

Desirable Skills & Experience

- Awareness of environmentally sustainable practices in theatre production.
- Knowledge and experience with set electrics.
- Understanding of the Live Performance Award.

Position Hours, Remuneration & Benefits

- Full-time, 38 hours per week.
- Salary: \$80,000 + 12% superannuation (based on experience).
- Hours may include evenings and weekends; additional hours during production weeks are compensated with Time in Lieu in accordance with the Live Performance Award 2010.
- Leave entitlements include 20 days annual leave and 10 days personal leave per year.
- Complimentary tickets to Ensemble Theatre productions (subject to availability).

Making an Application

Please email your application, including:

- A cover letter addressing the selection criteria, and
- A current CV

to paisleyw@ensemble.com.au with **PRODUCTION MANAGER** in the subject line.

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

Applications will be reviewed as they are received. **The closing date is 5pm, Monday 3 November**, unless a suitable candidate is appointed earlier.

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

Applicants must be Australian residents or hold a current, appropriate working visa.



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