

Title: Production Manager

Reports to: Lead Producer

Key Communications with: Artistic Director/ CEO, Operations Manager, Producers (Contract - Bleach* Festival), other Bleach* Festival team members

Purpose of Position

To implement and manage all production, logistical and site aspects of BLEACH* Festival and any other special projects as required.

The key areas of responsibility of the Production Manager are as follows:

PREP

- Develop site plans with Lead Producer and Operations Manager
- Assist Operations Manager with permit applications
- Liaise with contractors and suppliers for all technical and production needs relating to permits, traffic management and site requirements.
- Prepare production schedules in a timely manner in consultation with the Operations Manager, Lead Producer for program and compliance requirements
- Develop supplier contracts, reports and correspondence as required
Research and identify companies to provide relevant services and equipment for the technical and logistical aspects of the event
In conjunction with the Programming Team obtain technical specifications from artists and venues relevant to the particular performance/event
- Research and identify companies to provide staff and equipment for the technical and logistical aspects of the event including Lighting, Sound, Audio-Visual, fencing, staging, event infrastructure, security, etc.
- Research and identify key personnel to assist in the delivery of the event including site managers and crew, lighting, sound, audio-visual operators, stage management etc
- Provide support to the Operations Manager to identify and minimize all known risks and hazards through an established Risk Assessment documents
- Take an active role in effectively briefing and implementing Placemakers* Gold Coast WHS Policy amongst site crew and production contractors.

DELIVERY

- Oversee key operations for the event in relation to the site delivery
- Oversee and manage all sites of the Festival (Site Managers and contract staff and will report to this role)

FINANCE

- Prepare budgets and revisions for the Festival for the CEO/Artistic Director's approval.
- Prepare budgets for approval by the Lead Producer within agreed financial parameters.
- Manage project budgets on an ongoing basis in response to project development and cost variations Report any significant forecast variations to approved budgets to the Lead Producer
- Report regularly as required on budget development with Lead Producer

REPORTING

- Keep both the Lead Producer and Operations Manager informed of all incoming and outgoing information relating to the Festival.

GENERAL

- Adapt to a flexible working arrangement, in which weekend and evening work will be required.
- Successfully deliver the event
- Represent Placemakers* Gold Coast to a high professional standard
- Adhere to the Placemakers* Gold Coast Code of Conduct