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## POSITION DESCRIPTION

<b>Position:</b>	Production Manager
<b>Reports to:</b>	Senior Production Manager
<b>Location:</b>	Brisbane Powerhouse, New Farm, Queensland

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## BRISBANE POWERHOUSE

### ***About Us***

Brisbane Powerhouse is the home for living art, ideas and experiences, representing the personality of contemporary Brisbane. We offer a year-round program of music, comedy, Writers and Ideas, film, visual arts, cabaret, circus and theatre, and produce some of Queensland and Australia's largest events, including Brisbane Comedy Festival, MELT: A Festival of Queer Arts and Culture, and Wonderland Festival.

We help create events and experiences that couldn't exist anywhere else, including the adrenalin rush of festivals, outstanding dining experiences, and the joy of witnessing a great performance. Our building is the hero of our story, with audiences and artists intersecting at its heart.

### ***Our Values***

Personal  
Contemporary  
Awesome

### ***Our Cultural Vision***

We belong to a place and time  
We have a foot in New Farm and a foot in New York  
We value enthusiasm and engagement  
We are builders, but we do not build alone

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## POSITION SUMMARY

The Production Manager is responsible for client liaison, production coordination and allocation of all technical resources to ensure the timely and on-budget delivery of allocated projects. In addition to fulfilling the role of Production Manager, this role works closely with all Brisbane Powerhouse internal departments to provide event and logistics support for productions, events, functions and exhibitions commissioned, produced or co-produced by Brisbane Powerhouse.



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## KEY ACCOUNTABILITIES

- Coordinate, manage and implement all venue specific technical, logistical and operational requirements for productions, events and exhibitions commissioned, produced or co-produced by Brisbane Powerhouse
- Produce and manage production schedules, develop project timelines and be responsible for the continued review and updating of these project and performance schedules
- Provide technical advice within agreed budgets developed or overseen by the Senior Production Manager
- Assist independent companies and clients to develop documentation such as technical information, schedules and risk assessments, ensuring those risk assessments accurately cover all the risks and hazards within their production
- Coordinate and oversee casual crew to ensure staff remain customer focused with attention to detail and delivery
- Liaise with, production manage for and provide information relevant to other Brisbane Powerhouse departments including Functions, Programming, Marketing, Finance and Box Office
- In conjunction with the Senior Production Manager and other staff, assist in building and maintaining an efficient, skilled and motivated casual staff base to fulfill Brisbane Powerhouse's production requirements
- Ensure a safe and efficient venue for all staff, casual crew, theatrical and event clients, patrons and members of the public visiting Brisbane Powerhouse
- Other duties and tasks as directed by the Senior Production Manager in line with competencies and activities associated with any of the above processes

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## KEY CAPABILITIES

### Knowledge, Experience and Skills

- Extensive theatrical and venue production technical experience within a performing arts center, major festival or entertainment venue (minimum of five years relevant experience required), and knowledge of its unique production opportunities and challenges
- Ability to develop, implement and manage production and technical processes and budgets within budget and resource constraints
- High level organisation and planning skills with the ability manage priorities in a high- pressure environment
- Excellent interpersonal, computer, oral and written communication skills
- Demonstrated ability to problem solve, contribute ideas and demonstrate initiative and flexibility
- The ability to work collaboratively and provide support within a busy team environment

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### Qualifications/Licences

- Current First Aid
- Working at Heights
- EWP
- "C" Class drivers licence



### **Desirable**

- Working at Heights
  - Fork Lift Ticket
  - DIR Gantry Crane Operators Ticket
  - DIR Intermediate Riggers Ticket
  - DIR Forklift Drivers Ticket
  - DIR Elevated Work Platform ticket to 11m or more
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### **POLICIES AND WORKPLACE PRACTICES**

All Brisbane Powerhouse employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will:

- Uphold the Brisbane Powerhouse values.
- Be respectful towards the organisation, colleagues, clients and general public.
- Act collaboratively with all colleagues.
- Act in a safe and responsible manner at all times.