

PRODUCTION MANAGER

Reports to	Creative Director
Direct reports	Casual Crew, Event Contractors
Location	Claremont, Metro Perth, Outer Metro, possible Regional WA

ROLE PURPOSE

The Production Manager works closely with the Artistic team to plan and deliver orchestral concerts and projects in line with the artistic vision. Key deliverables including the planning, administration, logistics and delivery of the full range of Perth Symphony performances and events including our self-produced season, community and commercial performances which includes performances in the metro/outer-metro and regional WA locations.

KEY FUNCTIONS AND ACCOUNTABILITIES

Concert Project Management

- Collaborate with the Creative Director to plan future concert seasons and contribute to the artistic concept development process
- Liaise with concert venues to book and hold advance dates and with CEO to manage end to end contracting process.
- Develop and execute production requirements across pre-concert and post-concert phases, including budgets to assess artistic feasibility
- Liaise with clients and third-party suppliers to meet the requirements of the contract and technical/hospitality rider
- Manage all rehearsal logistics, including booking venues, arranging access, coordinating required percussion/backline with Library and Orchestra Manager, and liaising with venue staff to ensure successful execution and strong venue relationships
- Complete site visits and OHS assessments
- Onsite contact for all concerts (rotate with other staff when required)
- Ensure safe and successful delivery of each concert in line with SWMS and artistic vision
- Co-manage PSO storage with other departments i.e. marketing and artistic
- Create all necessary documentation including event day schedules and prepare production folder to event delivery.

Administration

- Use administrative systems, processes, and databases to ensure effective operations at all times
- Work closely with Partnerships Manager to provide production requirements and riders for contracts required for the delivery of artistic product

	<ul style="list-style-type: none"> • Assistance with operational risk protocols within PSO office and advise CEO on Operational Risk area of Company Risk Matrix • Contribute to the evolution of company processes and protocols.
Team Management	<ul style="list-style-type: none"> • Book, induct and supervise all PSO production personnel for each concert, including rehearsal and technical assistants, stage crew, show callers, artist liaison and the Orchestra Manager • Oversee and manage all logistics for orchestral bump-ins, bump-outs, setups and pack-downs across the season, including liaising with internal departments on concert requirements, directing setup crew and truck drivers on safe equipment movement and stage layout, and ensuring smooth execution of all onsite activities • Managing the ground transport, including monitoring hours and breaks and reporting on performance • Ensure all internal and external staff receive timely and accurate information to fulfill their roles and provide real-time support as needed • Communicate directly with staff and offer support when required
Relationship Management	<ul style="list-style-type: none"> • Act as PSO's primary point of contact for clients, rehearsal venues and concert venues, ensuring all production needs are met and positive relationships are maintained • Liaise with client to ensure specific production elements are correct, specifically stage size and access/egress and sign off on any structural designs • Liaising with rehearsal venue provider (MLC) to ensure their needs are met at all times • Working closely with external providers to ensure the PSO reputation is upheld and to develop strong relationships with external services • Collaborating with orchestra manager, artistic and administrative teams to deliver successful performances and events • Represent PSO professionally at all performances and uphold organisational values and code of conduct
Technical Management	<ul style="list-style-type: none"> • Create and maintain technical documentation including stage plots and production designs using Vectorworks or equivalent CAD software • Advise AV providers on suitable lighting fixtures and appropriate audio equipment depending on the orchestration for each concert • Obtain audio recordings where possible and provide mastered versions for use • Oversee production concept and specific production elements that may be required • Act as main point of contact for all technical and production related elements of production • Provide all technical and production documentation for all AV providers and clients.

QUALIFICATIONS, ATTRIBUTES AND CAPABILITY

QUALIFICATIONS	<ul style="list-style-type: none"> • Tertiary qualifications such as Technical Production Management, Event Management, Arts Management or equivalent industry experience • Minimum of 3 years' experience in technical services, event production or production management within the performing arts or live events sector.
ATTRIBUTES	<ul style="list-style-type: none"> • Perseverance • Sociability • Curiosity • Authenticity • Responsibility
CAPABILITY	<ul style="list-style-type: none"> • Demonstrated project management experience and ability to engage multiple stakeholders across various levels and within different industries to deliver a project within set timeframes and scope. • Demonstrated experience in budget development and management. • Ability to engage, retain and nurture clients into long term partnerships. • Understanding of economic and political environments, assessing impacts of external factors impacting company and client behaviour. • Ability to evolve value propositions and effectively advocate for the company's purpose and vision. • Understanding and passion for performing arts and music industry, exhibiting that passion with every client and partner engagement.

COMPETENCIES

- **BUSINESS AWARENESS** – understands Perth Symphony's core products and is aware of external market factors that may impact delivery. Understanding of commercial environments and the importance of customer satisfaction and shareholder value.
- **CUSTOMER-ORIENTED** – identifies and prioritises customer needs and recognises constraints. Seeks to find out more about customers and optimize service offering. Adopts professional approach, is reliable and delivers on promises.
- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and anticipates the information that others will require. Uses the appropriate language, style and methods depending on the audience and the purpose of the communication.
- **SOLUTIONS FOCUSED** – can identify and assess problems and quickly provide creative and tactical solutions. Ability to assimilate relevant information quickly and easily and constantly evolve with ever changing markets and external factors.
- **INTERPERSONAL EFFECTIVENESS** – able to influence the behaviours and view of others through persuasion and encouragement. Able to adapt behaviour to a wide range of people. Manages conflict and other sensitive issues effectively.

- **RESILIENT** – measured confidence to take on demanding work or put forward views when they may be challenged. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from criticism.

VALUES

STAND UP, BE BOLD	We are brave and fearless, open to new ideas and not afraid to speak up and break the rules. We share a sense of fun that inspires a belief that anything is possible.
LIVE TO INSPIRE	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
MAKE IT HAPPEN	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
EVERYONE MATTERS	We embrace, respect and welcome everyone and their ideas. We act with integrity, treat people equitably and in a way they feel heard and valued. We reflect the spirit of WA and its people through our actions and activities.
TOGETHER AS ONE	We actively build authentic and meaningful relationships and partnerships, embracing opportunities to work together in new ways. We are one team that supports and encourages the unique contribution that everyone brings.