

# MPAVILION

**Position title:** Production & Technical Manager

**Reports to:** Creative Director

**Key internal relationships:** CEO, Program Producer, Site Operations Manager, Arts Administrator

**Starting Date:** 19 September (2 days per week)

17 October (full time)

**Term:** 19th September to 31<sup>st</sup> March 2023 (MPavilion 2022 season)

*This role is a fantastic opportunity to work alongside the Creative Director and the team at the Naomi Milgrom Foundation to facilitate the production of the MPavilion 2022 season.*

*With diligence, enthusiasm and ease, the Production & Technical Manager will work closely with the Site Operations Manager, Program Producer, Arts Administrator and onsite FOH/AV staff to ensure all elements of the operations and production requirements of MPavilion 2022's summer season of events run smoothly and to the highest standard. This role plans ahead to ensure all permit and risk management requirements are in order, onsite staff have the necessary equipment and information, and rosters are developed in response to event requirements.*

*As part of a dynamic team working in a creative industry, this role requires a proactive, hands-on person comfortable with multi-tasking, managing competing deadlines and with excellent attention to detail.*

## **Key responsibilities**

Prior to opening on Nov 17 2022 administer the event permits, liquor licence and risk management requirements for the MPavilion season overall, and plan for specific events as required.

Prior to opening assess common day to day needs and prepare MPavilion 2022 for ongoing production such as installation of audio and kiosk equipment, furniture and determine what is stored on site vs off site.

Coordinate bookings for event facilities such as bins, security services, rented equipment and support the Site Operations Manager and FOH staff in delivering general kiosk and technical production requirements.

Liaise closely with collaborators and the program and technical teams to ensure all unique production requirements are in place for each individual event, such as microphones, speakers, backline, lighting and consumables.

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Identify regular production meetings with other team members and program collaborators, to ensure overall rosters and event requirements are in place 4 weeks ahead of the event schedule.

Develop rosters with the Site Operations Manager for FOH and AV staff, security and any other services required for events.

Manage the technical team and ensure all technical staff are inducted, briefed and rostered appropriately for events. Be onsite and prepared to support the technical team in event set up / pack down when required.

Manage and forecast a production budget (to be approved by the Chief Executive Officer). Balance production quality with cost and time considerations to ensure high quality outcomes are achieved cost effectively.

Ensure operators are maintaining show reports & checklists and bring any urgent or important matters to the attention of the Operations Site Manager, Creative Director or Chief Executive Officer.

Provide feedback to the Creative Director and Site Operations Manager in a timely manner to ensure that experiences and outcomes onsite are understood and considered as the program continues to be delivered.

Ensure all events are recorded and files made available for podcast post-production, including managing video and podcast production.

Communicate work in progress transparently to ensure that colleagues have ready access to ongoing processes and progress keeping as much as possible on shared drives such as Dropbox or Google Docs.

Participate in the use of the risk management systems including being an area warden alongside all other onsite staff.

Other activities as directed by the Creative Director.

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## **Key Selection Criteria**

Five or more years of relevant experience in a similar role with previous demonstrated expertise in running the operations of varied events, preferably in the creative sector, including managing budgets and schedules.

Substantial experience and expert knowledge of technical/AV equipment and technical production requirements in order to specify, prepare and set-up equipment for events

Ability to work flexible hours during peak periods of the event program

Ability to multitask, problem solve, a can-do attitude and confidence working across multiple projects

Excellent organisational skills and attention to detail

Experience in attaining permits and licences for public events

Demonstrated ability to work both independently and seamlessly within a team environment

A skilled communicator, the ideal candidate will successfully liaise with FOH/AV staff, suppliers and collaborators

Proficient in Microsoft Office, particularly Excel or equivalent software.

A valid driver's licence

Applicants should possess qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training

At all times display good humour, empathy, with dynamism, in their internal and external relationships

**Applications close: Sunday, 28th August**