

BRISBANE WRITERS FESTIVAL

PRODUCTION MANAGER - POSITION DESCRIPTION

ABOUT THE JOB

The Production Manager provides production, technical and logistical support to the Brisbane Writers Festival and is responsible for venue liaison and subsequent coordination and allocation of technical resources and staff. The successful applicant will have demonstrated technical ability, excellent organisational skills and a high attention to detail.

KEY RESPONSIBILITIES

1. Under direction, scope and coordinate logistical and technical aspects of Brisbane Writers Festival 2019, including
 - Liaising with venues and suppliers to communicate requirements and deliverables
 - Production Scheduling including, run sheets, bump in/out, deliveries, rosters, toolbox talks, briefings
 - Risk analysis and management
 - Permits, licences and Arts QLD approvals
 2. In collaboration with internal and external stakeholders oversee the supply and installation of technical production and infrastructure at State Library Queensland and other BWF venues.
 3. Maintain and update the Brisbane Writers Festival production schedules and ensure relevant information is disseminated to internal and external stakeholders in a timely manner.
 4. Process and maintain accounts with all production suppliers
 5. Disseminate, follow-up and file event-related documentation including running orders and risk analyses.
 6. Assist with the supervision of production contractors, stage managers and technical crew
 7. Collate and disseminate event-related documentation including running orders, technical riders and general reports.
 8. Other duties commensurate with skills, experience and requirements as directed by the Brisbane Writers Festival leadership team.
 9. Comply with Brisbane Writers festival policies, procedures and brand values.
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REPORTING RELATIONSHIPS

The Production Manager reports to the CEO & Artistic Director. The position supervises production-related staff and contractors and works closely with Programs Managers, Marketing Manager, Development Manager and venue staff.

The Brisbane Writers Festival is a small, high-performing team with an important legacy to maintain. To thrive in this fast-paced environment you will embrace working collaboratively with internal and external stakeholders.

ASSESSMENT CRITERIA

The ideal candidate will demonstrate the following capabilities as they relate to the key responsibilities of the role:

1. **Supports strategic direction** Understands and supports the Brisbane Writers Festival mission and recognises how individual tasks contribute to achieving overarching programming goals. Uses agreed guidelines to develop events. Communicates and follows direction provided by supervisor. Keeps colleagues informed of progress, identifies issues that may impact deliverables and escalates accordingly.
2. **Achieves results:** Contributes individual expertise to deliver events at the standard expected of the Brisbane Writers Festival. Establishes plans with measurable milestones and ensures tasks are completed within agreed timeframes and procedures. Reviews performance and proactively seeks feedback from supervisor to gauge satisfaction.
3. **Supports productive working relationships:** Builds and sustains positive relationships with internal and external stakeholders. Responds appropriately to changes in stakeholder needs and expectations. Works collaboratively and proactively shares information. Understands and acts on constructive feedback.
4. **Displays personal drive and integrity:** Acts professionally at all times and operates within the boundaries of organisational processes. Takes personal responsibility for completion of tasks even in difficult circumstances. Provides accurate advice on program-related issues and seeks guidance when required.
5. **Communicates with influence:** Confidently presents messages in a manner that is clear, concise, articulate and audience-appropriate. Structures oral and written communication to ensure clarity. Listens to and considers different ideas. Discusses issues credibly and thoughtfully. Identifies the expectations and concerns of others.

MANDATORY EXPERIENCE

- At least 3 years' experience working in a similar role for a festival or venue

DESIRED QUALIFICATIONS/EXPERIENCE

- Competent with Microsoft Office, 365 and SharePoint
- Competent with drafting Sketchup
- Working with Children (Blue Card)
- First Aid Certificate

BRISBANE WRITERS FESTIVAL

At BWF our aim is to connect Queenslanders through story, celebrate leading writers and thinkers from around the world and inspire deep thought and curiosity. For the past 57 years Brisbane Writers Festival has been bringing communities together to debate, share experiences and celebrate the power and wonder of literature. We present over 150 events at the State Library of Queensland and QAGOMA each year, showcasing brave, intriguing and thought provoking local and international writers to over 20,000 patrons annually.

ADDITIONAL INFORMATION

- This position is project-funded (limited life), temporary full-time until 30 September 2019.
- Work outside normal working hours, including early mornings, evenings and weekends is required, and will be compensated via TOIL.
- Probationary periods apply to successful candidates

HOW TO APPLY

To be considered for this role, please email the following information to Bill Hazard at bill.hazard@uplit.com.au

- Your current résumé, **including contact details for two referees** with a thorough knowledge of your work performance and conduct within the previous two years.
- A cover letter (maximum two pages) describing two professional activities you have been involved in that demonstrate your suitability for this role by addressing the 'Assessment Criteria' in the context of the 'Key Responsibilities'. **Shortlisting and selection will be based on this letter.**

Only applicants selected for an interview will receive a reply.

FURTHER ENQUIRIES

For further enquiries, please contact Bill Hazard at bill.hazard@uplit.com.au or 0408 159 379