



## **Production Manager, Australian Performing Arts Forum**

### Position Description

<b>Reports to</b>	This position reports to TNA's Program Manager.
<b>Liases with</b>	This position works closely with the APAF Event Team and Venue Staff, and with the other TNA core staff as needed.
<b>Hours</b>	<p>This is a contract position. Days and hours worked are open to negotiation. The workload schedule is approximately as follows (however we acknowledge that this position needs to be flexible and this may vary from week to week):</p> <ul style="list-style-type: none"><li>• Approx 1 day per week through July and August</li><li>• Approx full time for one week before and the week of APAF (28 August – 17 September)</li><li>• Approx 2 days post-event</li></ul> <p>Hours during the three days of the Forum (13-15 September) will be within 7am – 8pm.</p>
<b>Remuneration</b>	<p>\$7,500 fee (plus Superannuation). No leave will be paid on this contract.</p>
<b>Location</b>	This position is based in Brisbane, working remotely with occasional in-person meetings and tasks, until onsite event delivery during the week of 11-17 September.
<b>Term</b>	Monday 3 July 2023 to Friday 29 September 2023

### **About TNA**

Theatre Network Australia (TNA) is the leading national industry development organisation for the contemporary performing arts, with a focus on the small to medium and independent sectors. Our ten-year vision is for a safe, healthy, and relevant performing arts sector. We are highly regarded for our caring and flexible work culture, putting the needs of people first so that they feel inspired and energised at work.

### **TNA's Employment Policy**

We value the rich contributions to the arts made by people from a variety of backgrounds, and we aim to have a diverse group of people working at TNA. We strongly encourage applications by people from culturally and linguistically diverse backgrounds, First Nations people, and people with disabilities.



## **About the Australian Performing Arts Forum (APAF)**

APAF is a biennial gathering for the national performing arts sector, including organisations and independents from theatre, dance, circus, and other live art forms. Produced by Theatre Network Australia (TNA), APAF (formerly known as Australian Theatre Forum) has been taking place since 2009, hosting ~350 delegates from across Australia. Delegates can expect three days of insightful and relevant speakers and facilitated conversations, networking and socialising, and excellent catering. APAF prides itself on centring artists and responding to the current issues, needs and opportunities that are impacting our sector right now.

APAF 2023 will take place in Brisbane during the Brisbane Festival, September 13-15 at the Brisbane Powerhouse (BPH).

## **Role Overview**

This role works alongside the APAF Event Team to deliver the 2023 Australian Performing Arts Forum (APAF).

## **Key Tasks**

### **Access, Inclusion, Equity and Justice**

- Develop an Event Access & Inclusion Plan.
- Ensure access, inclusion, equity and justice principles and embedded in all APAF planning and policy documents.

### **Development & Planning**

- Plan the technical and production requirements for the APAF 2023 program, including a Lighting, Sound and AV plan for each venue.
- Determine any set or furniture requirements for venues and oversee their procurement and installation.
- Develop and implement a Risk Management Plan and related policies & processes.
- Source quotes and hire equipment needed to deliver a high-quality event, within the budget provided.
- Act as primary contact for contracted service providers.
- Create production schedule and runsheets, including bump in and out plans.



- Coordinate with Venue staff to assess personnel requirements for all venues and events, and work with Event Coordinator to develop staffing & volunteer allocation and schedules.
- Assist with recruitment of Stage Management team.

### **Event Delivery**

- Coordinate with BPH staff to ensure staff and volunteers are appropriately inducted into the safe and effective use of venues and equipment, on-site communications, accessibility, safety, first aid and evacuation procedures.
- Liaise with BPH to ensure their staff are adequately briefed, and venues and equipment are provided in good working condition and in a timely manner.
- Coordinate with BPH Production and Digital Coordinator to troubleshoot technical issues affecting live and digital event programming.
- Liaise with APAF off-site partner venues to ensure APAF technical and delegate requirements are met for any off-site events.
- Working with the Digital Coordinator, liaise with videography contractors and BPH Production to ensure seamless delivery of videography and livestreaming.
- Coordinate logistics requirements for equipment, APAF guests and delegates, including planning, sourcing and managing any rental vehicles or buses for transfers.

### **Documentation & Reporting**

- Maintain comprehensive electronic and hard copy files of all documentation and correspondence, named and organised appropriately.
- Submit a detailed post-event report, including recommendations, at the conclusion of APAF.

### **Selection Criteria**

1. Professional production management experience.
2. Experience organising, delivering, and evaluating events at Brisbane Powerhouse or venues of comparable scale.
3. Strong communication skills and interpersonal skills.
4. A deep understanding of the need for the performing arts sector to be safe and inclusive for people from under-represented groups such as First Nations people, people of colour, Deaf/Disabled people, people from regional areas, and the LGBTIQ+ community.



**ADVANCING THE  
PERFORMING ARTS**

## **Applications**

Applications close **Sunday 11 June, 2023**. Written or video applications are welcome.

Your application should introduce yourself, speak to your interest in the position and in working with TNA on APAF, and outline your professional experience (arts and non-arts). As a guide you may wish to submit:

- A 1-2 page cover letter addressing the selection criteria and a 1-3 page resume.
- Video EOIs should be less than 10 minutes and cover your key relevant experience.

Applications can be addressed and sent to TNA Program Manager, Steph Speirs at [steph@tna.org.au](mailto:steph@tna.org.au). We may request further information as part of the process.

If you have any questions, please contact Steph: email [steph@tna.org.au](mailto:steph@tna.org.au) or call 03 9947 1016. If you need support in completing an application, please contact Steph ASAP.