

POSITION DESCRIPTION

POSITION	Head of Production
STATUS	Full-time
LOCATION	Perth, Western Australia
REPORTS TO	CEO
DIRECT REPORTS	Production Operations Manager Wardrobe Coordinator Technical Manager Head Mechanist Any production casual staff & interns

POSITION SUMMARY

The Head of Production is a member of the company's management team, working closely with the CEO and Artistic Director, to provide leadership in every aspect of the production and technical management of the company's productions and events. The role has a significant planning, human resource, scheduling, and budget management focus.

ORGANISATIONAL CONTEXT

Black Swan's vision is to connect artists and audiences through the power of theatre to entertain, challenge and inspire. We create exceptional, high-quality theatre that speaks to the world from our unique WA culture, landscape and moment in time.

Since its inception in 1991 under founding Artistic Director, Andrew Ross, Black Swan has been celebrated for its original theatrical works, Western Australian stories, site-specific and promenade productions, Perth Festival presentations, extensive national and international tours, and cross-cultural collaborations that uplift and celebrate Aboriginal artists.

We aim to remain true to this indomitable and inspired spirit to nurture works that reflect imaginatively on Black Swan's place and time in bold and uncompromising ways, in ways that will make people take notice, and in ways that will endure.

The maintenance of production values, within agreed budget and schedule parameters, and the safe execution of all production related activities, is the key focus of the Head of Production's role. This is a highly collaborative role, that works closely with the Executive team and other department managers, to uphold the brand values of the company in a state, national, and international context.

KEY RESPONSIBILITIES & DUTIES

HR and Physical Resource Management

- Oversee the operations of the wardrobe and workshop, ensuring a high level of productivity and safety.
- Work with the Productions Operations Manager to track ongoing construction activities against the build schedule and planned budget expenditure.
- Oversee the stage management team to ensure the needs of rehearsing production staff and creatives are met, including pickup and delivery of rehearsal items, liaising with production providers, and solving rehearsal room issues.

- Manage direct reports to ensure they are achieving the requirements of their position by building relationships through regular meetings, coaching, goal setting, and performance appraisals.
- Manage and schedule stage management staff.
- Assist in the assessment and implementation of workplace health and safety policies, ensuring that feedback is given where necessary and policy is followed when implemented.

Financial Management

- In conjunction with the Executive team, establish production and budget parameters for each annual season.
- In collaboration with production creative teams, manage the production process and ensure that proper planning, costing, and control is undertaken from the conception to realisation phases of the production process.
- Develop, manage, and report against production budgets, and monitor and control expenditure in accordance with approved budgets.
- Develop and oversee the implementation of production schedules for each production, including overseeing bump-ins and bump-outs and coordination of regular production meetings.
- Oversee the efficient utilisation of workshop resources.
- Maintain best practice Occupational Health and Safety procedures and policies in all aspects of the production delivery process. Ensure all production staff are aware of their collective and individual responsibilities and have necessary qualifications to work in a safe way, in compliance with industry and company policies.
- Ensure optimum production staffing levels for all aspects of the production process, including the company's workshop and wardrobe facilities, complying with relevant awards and legislation, including the Live Performance Award.
- Effectively manage the production team to ensure they are achieving the requirements of their positions and working effectively together.
- Develop, implement, and maintain effective and supportive work practices and procedures for all production staff, including recruitment and training.
- Monitor individual production budgets
- Be responsible for company credit card expenditure, reporting, and reconciliation.

Relationship management

- Develop and maintain excellent working relationships with external partners and suppliers including, but not limited to, venue management, co-producing partners, goods and service suppliers, and other key stakeholders, to ensure these relationships have a positive impact on Black Swan's brand.
- Develop productive internal working relationships with all company staff, to ensure the smooth operation of the company and a collaborative work environment.
- Represent the company as required at stakeholder events and industry forums and maintain the highest level of communication with the wider industry.

Strategy planning & management

- Assist in the annual planning of the program including scheduling and budgeting.
- Work with the Production Operations Manager to develop ongoing project schedules, including critical deadlines and workforce planning.
- Participate in the company's strategic planning processes and implement agreed key strategies, to meet relevant key performance indicators.
- Participate in the formulation of the annual budget and production scheduling.

- Develop and implement policies and procedures relevant to all technical areas.
- In conjunction with the CEO, monitor and make recommendations on the production department structure, to ensure these positions are meeting the needs of the organisation.
- Advise the CEO of future equipment and other physical resource needs to assist in asset replacement and upgrade planning.

SPECIAL CONDITIONS

Significant work outside normal office hours, including evenings and weekends will be required, including the attendance at rehearsals, previews, opening nights and other industry performances and events.

Must hold a valid C class Western Australian (or equivalent) driver's license.

SELECTION CRITERIA

Essential

1. 5 or more years of demonstrated experience in a similar position in a performing arts producing company.
2. Demonstrated knowledge of all technical aspects of professional theatre production, including planning, negotiating, and managing production processes, such as set and costume builds and negotiation with creative teams.
3. Demonstrated experience in effectively managing production budgets and schedules.
4. Excellent working knowledge of relevant awards and legislation, including the Performer's Collective Agreement and relevant Occupational, Health and Safety legislation and policies.
5. Proven experience in working within and managing small teams in a fast moving, creative environment, and capacity to instil a high-performance, collaborative, and supportive culture within a small team.
6. Excellent communication and relationship management skills.
7. An eye for detail and the ability to see the big picture.

Desirable

1. A knowledge of the Western Australian performing arts environment.

PHYSICAL AND PSYCHOSOCIAL REQUIREMENTS

Description	Physical	Psychosocial
Ability to work to time pressures/deadlines		✓
Ability to sit for long periods	✓	
Ability to operate a computer for long periods	✓	
Ability to collaborate and effectively communicate with colleagues		✓
Ability to operate in a sometimes fast-paced and demanding environment		✓
Adaptability, flexibility, and resilience in the face		✓

of challenges and uncertainties.		
Travel: may need to travel frequently for business meetings, conferences, and other engagements. This requires physical mobility and the ability to adapt to different environments.	✓	✓
Ability to exercise discretion and maintain security of sensitive or confidential information		✓

Workshop	Physical	Psychosocial
Physical stamina to sustain active role	✓	
Manual dexterity	✓	
Ability to work to time pressures/deadlines		✓
Ability to adapt safely to different working environments	✓	✓
Awareness of ergonomically sound work practices, including safe manual handling, use of PPE, and correct posture.	✓	
Ability to collaborate and effectively communicate with colleagues		✓
Ability to operate in a sometimes fast-paced and demanding environment		✓
Ability to work long hours during certain periods, particularly during production week for each season.	✓	✓
Working at heights	✓	
Working with hazardous materials	✓	
Working with heat and steam	✓	
Working in low light conditions	✓	
Working in confined spaces	✓	
Noise exposure	✓	

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.