

# RISING :

POSITION DESCRIPTION  
SEPTEMBER 2021

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ROLE :	PRODUCTION MANGER – GERNERAL SERVICES
TEAM :	DELIVERY
TERM :	FULL TIME ; FIXED TERM UNTIL JUNE 2022
REPORTING TO :	PROJECT MANAGER

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## RISING

[RISING](#) is a surge of art, music and ceremony in the heart of Melbourne. Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national and international artists and curators. Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

The festival will also be engaged to run additional projects and will provide the full support and resourcing of the organisation required to successfully deliver these projects.

## THE ROLE

Reporting to the Project Manager, the Production Manager is a key member of the Delivery and Creative teams, which is responsible for planning, evaluation, development, negotiation and contracting of the festival program and for executing all production elements of the Festival and related events.

The Production Manager is primarily responsible for pre-production and planning of all technical, site, logistics and production aspects of a Project or select group of Projects. As the festival nears, the Production Manager hands some or all these projects over to project- and venue- specific festival staff and becomes a manager of that team, providing continual support through the festival period, ensuring festival processes are followed, and managing overarching venue and stakeholder relationships where needed.

The Production Manager works in close cooperation with colleagues in the Delivery and Creative Departments, as well as other departments as required; Company Management and Technical Staff of the visiting productions; and staff from Festival suppliers and venues. During the Festival, the Production Manager leads project and venue staff in production delivery.

## DAY-TO-DAY, YOU WILL :

### PRE - PRODUCTION

- Work with the Project Manager, Creative Producer and Delivery teams to ensure that all creative, artistic and audience considerations and requirements are being incorporated into project planning, decision-making and delivery
- Act as the Delivery point of contact between artist, suppliers, venues and the festival ensuring all production requirements are met and/or negotiated, including sourcing, quoting, and booking all needed equipment and supplies
- Work with the Technical services team to plan, scope and manage technical, site and logistical requirements for commissioned works
- Work with the Experience team to ensure that all design and F&B elements as well as audience experience of your projects are being considered and accounted for at all levels of planning
- Work with the Delivery Planning team for the scoping of requirements and management of suppliers for operational public safety management, including Warden, Risk, FOH and Security infrastructure
- Manage the delivery requirements of artists and/or artist management to ensure their production needs are met
- Assist creation and implement event production schedules ensuring full organisational requirements and co-ordinate daily run sheets
- Act as venues' primary delivery contact in scheduling daily venue access and staffing requirements, as well as scheduling orientations, production meetings and safety briefings
- Work with the Technical Services team on the compilation and distribution of CAD and engineering documentation
- Assist in managing key external stakeholder relationships within projects, ensuring that the strong communication and consultation will maximise a positive outcome for RISING
- During the festival, lead a team on assigned project/s or aspects of project, providing production support, staff briefings, cover shifts, and procedural guidance/management with regards to petty cash, purchase orders, reporting, risk management

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paperwork, crewing, supplies, etc

## GENERAL

- Ensure collaborative and amicable relationships with internal stakeholders including peers, staff and creative partners
- Maintain solid, effective, and mutually beneficial working relationships with festival authorities, venues, suppliers, and participants
- Contribute to a decision-making culture to ensure meeting of timelines and budget management and efficiencies
- Comply and respond to all festival procedural, administrative, communications and operational guidelines and instructions including use of the Festival Database Artifax, Project tools in Monday.com
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Maintain effective processes for the hard copy and/or electronic documentation of all technical information
- At the conclusion of the event provide a written report on the role undertaken with any recommendations for future events
- Ensure that all work carried out is undertaken in a safe and professional manner. At all times complying with the OH&S regulations and guidelines and festival procedures
- Perform related duties as assigned, within your scope of practice

## RISK MANAGEMENT

- Work collaboratively with The Project Manager, Delivery Planning, Technical Services and the Risk Consultants in the development and distribution of OHS & Risk documentation as required by the events
- Ensure all Health and Safety procedures are followed and ensuring compliance with the risk assessment and associated procedures across the event
- With the Delivery Planning team, implement and manage warden structure, staffing and procedures as required in Risk Management plan
- Conduct relevant staff briefings for technical crew, guest services and suppliers
- Work with the Project Manager and Head of Technical Services to compile and manage the weather management plan with respect to outdoor technical installations

## BUDGETING & PROCUREMENT

- Assist in scoping, seeking quotes, negotiating, and inputting and adjusting budget lines as delegated by the Project Manager.
- Ensure any changes or problems that have budgetary impact are relayed promptly to Project Manager (and with recommendations) for approval and authorisation

## SKILLS YOU'LL NEED:

- Extensive and varied work in production management for performing arts or festivals. This should include familiarity with: international and touring artists, new and commissioned works, managing venue relationships, coordinating multiple suppliers or contractors, and problem-solving aptitude on the ground
- Broad working knowledge of production requirements (sound, lighting, rigging, video, staging, etc) for live theatre and music OR touring, festivals, large scale events, outdoor events or visual arts; a good eye for technical detail
- Be able to work with read and interpret plans and scheduling database
- Work with Office 365
- Ability to manage and support a team of venue and project staff within the larger production team with patience, enthusiasm, care, and dedication
- A solid understanding of WH&S within the arts industry, and a commitment to risk management and documentation
- Effective time management, ability to prioritise and meet deadlines; experience developing plans and schedules over long lead times

## LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from the RISING office, Level 2, 377 Lonsdale Street, Melbourne. RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place.

## ACCESS

RISING is a festival aspiring to be a cultural leader in diversity and inclusion. We want our organisation and program to be a true reflection of our city representing people of diverse abilities, cultures and backgrounds. We encourage applications from First

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Nations people, those who are culturally and linguistically diverse, and people who have a disability or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email [jobs@rising.melbourne](mailto:jobs@rising.melbourne).