Victorian Opera
Horti Hall, 31 Victoria St
Melbourne, VIC 3000
Australia

PO Box 524
Carlton South, VIC 3053
Telephone +61 3 9001 6400

ABN 56 116 549 798

VICTORIAN
OPERA

Position Title	Head of Production
Reports To	Victorian Opera CEO – Elizabeth Hill Cooper
Date	February 2023

Company Overview

Victorian Opera was established in a visionary gesture by the Victorian Government in 2005. We have fulfilled our initial promise – we are ready to advance and enrich a great city and state and to consolidate our profile as a national performing arts company of which Australia can be proud.

We exist to reimagine the future of opera and musical theatre for everyone. Our values are humanity, respect, leadership, excellence, integrity, creativity.
https://www.victorianopera.com.au/

About the role

The role works as part of the Victorian Opera Senior Leadership Team and covers all technical production elements in regards the building of, staffing of and execution of productions and events. Working with the CEO, Artistic Director and Head of Finance and Corporate Services, the Head of Production will work to help Victorian Opera achieve our goals of:

- Delivering all technical production requirements of production shows and events to the highest possible standard.
- Production shows and events will be delivered on time and within budget.
- They will be compliant with EHS policy and procedures.
- All relevant information and documentation will be complete and communicated to all relevant staff and stakeholders.

Key Responsibilities

- Leading the Victorian Opera Production Team, the Head of Production will realise the creative vision of all elements of production and events.
- As above negotiate and manage quotes from suppliers ensuring deliverables and work completed is consistent with Victorian Opera standards.

victorianopera.com.au

Patron-in-Chief
The Hon. Linda Dessau AC,
Governor of Victoria

Australian Government | Australia Council for the Arts

CREATIVE VICTORIA

THE ROBERT SALZER FOUNDATION

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- Oversee the administration of the Victorian Opera Production Department. Inclusive of all full time, casual and seasonal staff required to produce an event or production show.
- When required, produce detailed costings or schedules to assist with the budgeting of future productions.
- Collaborate with Executive Team to ensure adequate planning and utilisation of resources.
- Provide financial reports and updates to the Executive Team or Board throughout the production process and contribute to debriefs on delivered productions, either through written reports or debrief meetings.
- Risk assess design proposals and give guidance to the Creative Team in relation to the management of any design hazards.
- Work with the Production Team to monitor the manufacture of scenery, costume and props as well as all other technical elements to ensure that they are delivered to the rehearsals/stage on time.
- Monitor expenditure across all areas of the build, bump-in and run.
- Liaise with the Creative Team, all Production & Technical Departments, contractors, and venues
- Ensure all EHS documentation is up to date and communicated to all required stakeholders.
- Any other reasonable duties as may be required from time to time.
- Contribute to the strategic development of Victorian Opera

Qualifications, skills, and experience required

- Relevant qualifications in theatre practice.
- At least two years in a similar role
- Ability to hire, manage and nurture a team.
- Enthusiasm for, and experience with, the creative sector.
- Strong project management and problem-solving skills.
- Strong communication and interpersonal skills with the capacity to manage relationships with multiple stakeholders (internal and external).
- High attention to detail, organised and the ability to work across a number of projects simultaneously.

Victorian Opera seeks to work with the very best candidates available. We value diversity, regardless of age, gender, sexual orientation, physical ability, cultural background and ethnicity. We encourage all to apply.

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