

Position Title	Production Manager
Reports To	Victorian Opera -Head of Production
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 Production Team, working with the Head of Production, Technical Manager and the production Creatives. The Production Manager will be responsible for delivering all delegated production requirements of VO productions and events to the highest artistic and technical standards. VO productions will be delivered on time and within budget, complying with EHS policy and procedures, while also successfully disseminating production information and documentation to the relevant staff and stakeholders.

Key Responsibilities

- Working with the Head of Production and Creative Team personnel, realise the vision for the production elements required.
- Delivery of concept to realisation across production requirements on time and within budget.
- Working with Head of Production on a variety of operational needs, secure staffing, engage and direct contractors and hired labour and be main point of contact for theatre requirements.
- Ensuring compliance across all areas of EHS.

Key Selection Criteria

- Relevant qualifications in theatre technologies, and production/project management.
- Experience in a similar role.
- 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 on a number of productions or events simultaneously.
- Proficient in MS Office and familiar with Vectorworks/AutoCad.
- Passion, dedication and commitment to the arts with a great attitude that embraces a positive work culture and a healthy work ethic.

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.

For further Information on this position and information regarding an attractive salary package, contact Darren Cooper, Head of Technical and Operations via email: darrenc@victorianopera.com.au

Applications close on Friday 10 March 2023