

**GRIFFIN THEATRE COMPANY  
INFORMATION FOR CANDIDATES:  
PRODUCTION MANAGER**



# **PRODUCTION MANAGER – POSITION BRIEF**

## **OUR VISION**

*Stories about us, by us, for us.*

Griffin Theatre Company is Australia's premier new writing theatre.

## **OUR PURPOSE**

To lead the country in the development and staging of outstanding new Australian plays.

## **WHO WE ARE**

Griffin is Australia's only theatre company solely dedicated to developing and staging Australian plays. Founded in 1979, we are one of the great engine rooms of Australian theatre. We have shaped and platformed the narratives that help us know who we are as a nation, where we've been and who we want to become.

## **WHAT WE DO**

Griffin is a creative hub for the development and production of Australian playwriting. Each year we produce four to six Main Season works, alongside co-productions and touring new Australian work regionally and interstate. Most of these works are new Australian plays, but occasionally there's a revival of work from the canon of Australian theatre. Our annual season also includes our Griffin Lookout program, through which we platform the next generation of Sydney's most exceptional independent theatremakers — providing space, producing support, and a cash stipend. Behind the scenes each year we develop the artists and new plays that will feature in our annual season over years to come. We run a number of well-recognised artist development programs that touch on three key considerations: access, ecology and pipeline of new work.

## **OUR HOME**

Griffin's home is the historic Stables Theatre in Kings Cross—considered one of the birthplaces of contemporary Australian theatre. At 105 seats, the Stables is one of Australia's most intimate professional theatres. It is the original home of the legendary Nimrod Theatre Company established by John Bell, Richard Wherrett, Ken Horler and others. Now almost 45 years later, Griffin is the proud owner of the Stables Theatre, which is due to undergo a major renovation to make it both accessible and fit for purpose when it reopens.

It's an exciting time for Griffin, and an excellent opportunity to join a dynamic team dedicated to shaping the future of Australian theatre.

## PRODUCTION MANAGER - POSITION DESCRIPTION

<b>Basis of Employment:</b>	Permanent full time
<b>Hours of work:</b>	<p>Griffin's office hours are 10am to 6pm Monday to Friday.</p> <p>The Production Manager is engaged according to an annualised salary that spreads these hours to suit the requirements and nature of delivering Griffin's season of work, including an increase in hours during production weeks.</p> <p>The nature of working for a theatre company and requirements of this position require a degree of flexibility, and will occasionally include evenings and weekends.</p>
<b>Employment Conditions:</b>	4 weeks annual leave
<b>Contract Term:</b>	6 month probationary period, then ongoing
<b>Location:</b>	<p>The role is primarily based in Darlinghurst at Griffin's offices.</p> <p><u>Please note:</u> This location is only accessible via stairs.</p> <p>The Production Manager will be required to attend other locations in NSW where Griffin rehearsals and productions are occurring.</p> <p>The Production Manager occasionally is expected to attend Griffin's storage facility in Lilyfield and other locations as requested.</p> <p>On instruction from the General Manager, the Production Manager may be required to attend tours or transfers in NSW and other states as required.</p>
<b>Base Salary Range:</b>	<p>\$80,000-\$85,000 per annum, plus superannuation.</p> <p>Relocation allowance will be considered for an interstate successful applicant.</p>
<b>Additional Details:</b>	<p>The responsibilities of this position require the successful applicant to be comfortable working in a dynamic performing arts environment, and the challenges that come with that including irregular and long hours and live performance deadlines.</p> <p>Griffin is committed to access and inclusion, and aims for cultural representation to be achieved at all levels of the company. We strongly encourage applications from First Nations people, people from a diversity of cultural and linguistic backgrounds, people from d/Deaf &amp; Disabled communities, and people from LGBTQIA+ communities.</p> <p>Please note that Griffin Theatre Company currently requires all staff to be fully vaccinated against COVID-19.</p>

## POSITION OVERVIEW

Working closely with the Production and Technical Coordinator and General Manager, Griffin's Production Manager is responsible for delivering the production requirements of all Griffin's Main Season productions and development projects, supporting independent/external producers and jointly overseeing the operations and maintenance requirements of the company's venues.

### Objectives:

- Manage the planning, manufacture and delivery of all Griffin's production requirements.
- Manage the production budgets in liaison with the General Manager and Executive Director.
- Participate as part of a team, specifically performing a leadership role in the delivery of all Griffin productions.
- Provide production support and guidance to independent and external producers and artists, as directed.
- Contribute to making Griffin activities and operations more environmentally sustainable.
- Manage the day-to-day operations in relation to production and other areas as required following broad instruction from the General Manager and ensuring all necessary processes are in place to deliver on that instruction.

### Key Internal Relationships:

- The Production Manager manages the Production and Technical Coordinator position, ensuring they have a strong working knowledge of the company's facilities and equipment and are delegated appropriate duties in relation to company activities. Together these roles form the Production department within Griffin, responsible for all aspects of the company's production requirements.
- The Production Manager reports to the General Manager, and from time to time also follows the direction of the Executive Director and Artistic Director.
- The Production Manager works with the Artistic and Programming team to effectively manage and execute Griffin's program of productions, works in development and artistic program.
- The Production Manager engages with all Griffin departments to ensure effective communication with all stakeholders including, but not limited to staff, subscribers, patrons, donors and sponsors.
- The Production Manager from time to time provides briefings and instruction to casual production staff.

### Key External Relationships:

- The cast and creative teams of Griffin's Main Season productions and works in development.
- Technical and creative contractors – in the delivery of production requirements for projects.
- Independent and other external producers and presenters within the SBW Stables Theatre – to provide mentorship and production advice.
- Interstate or international co-producing partners and presenters of tours of Griffin productions.
- Critical suppliers within the scope of the position.
- Performing arts industry colleagues – to network and obtain knowledge of industry activities and trends.

**Key Duties:**

**Manage the planning, manufacture and delivery of all Griffin's production requirements**

- Effectively plan for production requirements including budgeting, and scheduling for all productions in the year.
- Assess each production's requirements and ensure all resources are delivered in an efficient and timely manner.
- Schedule and manage key meetings relating to the timely delivery of all production needs, including parameters meetings, design presentations, etc.
- Facilitate, supervise and coordinate the delivery of all resources required to manufacture, mount and tour (where applicable) all Griffin productions.
- Develop and implement a risk management plan for all productions and events.
- Attend rehearsals as required.
- Coordinate bump-in and bump-out of all Griffin Main Season productions.
- Contract production staff and/or suppliers required to deliver the productions as required.
- Through effective resource management and coordination ensure the on-time delivery of all performances in all venues.
- Archive all documentation relating to the production requirements of productions.

**Participate as part of a team, specifically performing a leadership role in the delivery of all Griffin productions**

- Communicate with all Griffin staff to ensure an awareness of production operations, and of other staff activities and needs.
- With the Production and Technical Coordinator, manage casual production and technical staff, ensuring a positive working culture.
- Liaise with creative teams and contractors to ensure that their artistic needs are met in an effective and efficient manner.
- Ensure and maintain a safe work environment for all staff through the implementation and management of a comprehensive Workplace Health and Safety policy.

**Provide production support and guidance to independent and external producers and artists**

- Liaise with Independent producers, their technical and creative teams, to ensure that they are inducted into safe operating procedures and policies, and that productions are suitably planned for the venue.

**Contribute to making Griffin activities and operations more environmentally sustainable**

- In collaboration with the Sustainability Coordinators, ensure that strategies and initiatives are implemented to maximise energy and resource efficiency.
- Where possible, work towards the use of environmentally sustainable products and materials by the company, its contractors and suppliers.
- Where possible, reuse and recycle existing sets, props and materials.
- Collaborate with other companies and colleagues to build a

network for advice and sharing of information and resources.

N.B. These key duties describe the broad scope of the role and is not an exhaustive list, and may change from time to time with due consultation to meet changing needs of the company.

**Selection Criteria:**

- Demonstrated experience in production management for a performing arts company or venue.
- Demonstrated ability to manage projects involving multiple deadlines, budgets and stakeholders, and an ability to prioritise and to remain calm under pressure.
- An empathy and understanding of the artistic process together with the ability to work with creatives to realise their vision.
- Proven high level communication skills (written and verbal), in particular excellent attention to detail, strong negotiation and relationship building skills.
- Demonstrated ability to motivate, support and manage staff and service providers.
- Knowledge of CAD/Vectorworks, QLab, Microsoft Office and other software essential to the delivery of staged works.
- Knowledge of and commitment to Workplace Health and Safety in an arts environment.
- A current Australian driver license.

**APPLICATION REQUIREMENTS**

Applicants should submit the following:

1. A written application (no more than 3 pages) or video (no more than 5 minutes) addressing the Selection Criteria
2. A current CV and contact details of 3 referees

Applications should be emailed with PRODUCTION MANAGER in the subject line by **5pm on Sunday 23 March 2025** to [jobs@griffintheatre.com.au](mailto:jobs@griffintheatre.com.au)

If this application process is inaccessible to you, we encourage you to be in contact so that we can explore alternatives.

If you would like to discuss the position in more detail, please contact Khym Scott, General Manager by email on [khym@griffintheatre.com.au](mailto:khym@griffintheatre.com.au)

Early applications are encouraged as applications will be reviewed as received, and suitable candidates may be invited to attend an interview prior to the closing date.