

RISING :

POSITION DESCRIPTION

March 2024

ROLE :	PRODUCTION MANAGER
TEAM:	DELIVERY
REPORTING TO:	PROJECT MANAGER (PERFORMANCE)

RISING

[RISING](#) is a surge of art, music and ceremony in the heart of Melbourne. A major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to send interlocking circles of experience and connection radiating through the night, re-synchronising the city and re-energising it 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 required organisational resourcing and support to successfully deliver these projects.

THE ROLE

You will work with the Project Manager (Performance) and the Senior Producer (Performance) to devise, manage and oversee the production elements of specific projects, including technical elements, budget management and scheduling. You will oversee the event delivery process from bump-in to bump-out. Working with other key delivery staff, you'll ensure that all technical elements are delivered. You'll put in place a thorough, efficient and resourceful approach that safely delivers events to an exceptionally high standard.

You will contribute to the ongoing development discussions and the production resources required for the festival's delivery. As part of this, you must successfully maintain and manage a range of external relationships with stakeholders, venues, and suppliers.

You're comfortable with a fluctuating workload and a dynamic, demanding work environment. You're thorough and a stickler for detail. No one holds you to a higher standard than yourself—you believe in personal accountability and understand delegations of authority. You're comfortable and experienced in handling confidential and sensitive information.

DAY-TO-DAY, YOU WILL :

PRODUCTION MANAGEMENT

- Collaborate with the wider RISING teams in all aspects of delivery requirements with specific projects
- Work with the Operations Team to plan, scope and manage public safety requirements for specific projects as required
- Work with Artist Production teams to ensure delivery of specific projects
- Maintain effective processes for the hard copy and/or electronic documentation of all delivery information including responsibility to ensure Production schedules are published and shared on time
- Working with the WIDER Performance team to ensure that information (including schedules, Project Briefs and Contact lists) are kept up-to-date in the festival databases (Airtable)
- Contribute to and conduct staff briefings for production staff

RISK MANAGEMENT

- Liaise with the Operations Team to ensure that Risk Management information and controls are up-to-date and implemented
- Work with the Head of Delivery Planning, Operations Team and Risk Coordinator in the review of the Principal Risk Assessment, Safety & Emergency Management Plan, Risk Register and Framework and all other associated 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 specific projects
- Participate in Emergency Management Readiness Exercises

EVENT DELIVERY

- Liaise with other staff and stakeholders, to ensure the smooth daily running of the festival
- Contribute to content of nightly reports within designated area of responsibility and provide up-to date information to the EOC as required

GENERAL

- Build and maintain solid, effective, and mutually beneficial working relationships with Festival venues, suppliers, and participants
- Ensure collaborative and amicable relationships with internal stakeholders including peers, staff and creative partners
- Comply and respond to all Festival procedural, administrative, and operational guidelines and instructions
- Ensure all relationships within the project are cooperative, supportive, enthusiastic, team-orientated and effective
- Ensure any changes or problems that have budgetary impact are relayed promptly (and with recommendations) for approval

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and authorisation

- Provide a written report detailing any recommendations for future events
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Perform related duties as assigned, within your scope of practice

SKILLS YOU'LL NEED :

- **Industry:** Broad knowledge and experience in the presentation of events across the full spectrum of the Arts (including theatre, dance, opera, music, outdoor and visual arts), and experience within a Festival environment
- **Production:** Specific in-depth experience in at least one of the technical disciplines (Lighting, Sound, Mechanist, AV, Stage Management, etc)
- **Health & Safety:** Strong knowledge of Occupational Health and Safety and Risk Management systems, documentation and reporting lines
- **Relationship Management:** Experience in relationship and stakeholder management in a theatre/festival context
- **Process Improvement:** Demonstrated experience in process improvement, providing process clarity, and process documentation.
- **Technical:** Advanced experience with MS Office (Outlook, Word, Excel, OneNote). AutoCAD, Vectorworks and database systems experience desirable
- **Time Management and Planning:** Demonstrated capacity to effectively plan and meet deadlines

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 Peoples, 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.