

GRIFFIN THEATRE COMPANY

INFORMATION FOR CANDIDATES: Production Coordinator



POSITION BRIEF – Production Coordinator

Griffin Theatre Company is the only company in Australia dedicated to the production of new Australian plays. We make theatre about now. We believe there is no more important theatre in the country.



Griffin is recognised as essential in the national theatre ecology. Every rewarding Australian story delivered on the Griffin stage builds the confidence of playwrights and audiences in the vital experience it is to have a story told to us, about us, about ideas that matter deeply to us today. We have always been, and will always be, the centre of Australian playwriting: an advocate for writers, and a beacon of excellence in the creation of extraordinary theatre.

Basis of Employment: Full time, permanent commencing January 2018
Salary of \$45,000 per annum

Hours: 38hr per week

Employment Conditions: Time in lieu of overtime
4 weeks annual leave

Working closely with the Production Manager, Griffin's Production Coordinator provides essential support in the delivery of the technical requirements of all Griffin's Main Season productions and development projects, support for independent teams producing work as part of Griffin's wider season, and coordination of the operations and maintenance requirements of the company's home venue, the SBW Stables Theatre.

Objectives:

- Provide technical support to the creative and production teams of Griffin productions and Griffin Independent producers and artists.
- Participate in the technical bump-in and bump-out of Griffin Main and Griffin presented seasons.
- Assist in the maintenance of the SBW Stables theatre and Griffin technical equipment.
- Assist in the maintenance and development of Griffin production department documentation and procedures.
- Contribute to making Griffin activities and operations more environmentally sustainable

Key Internal Relationships:

- The Production Coordinator reports to the Production Manager.
- The Production Coordinator also follows the direction of the General Manager and Artistic Director as required. Where a decision to be made has an impact on the Company's patrons or budgets or on the reputation of the Company, the position is expected to refer the decision to the Production Manager.
- The Production Coordinator engages with all Griffin departments to ensure effective communication with all stakeholders including, but not limited to staff, subscribers, patrons, donors and sponsors.

Key External Relationships:

- External Producers and presenters within the SBW Stables Theatre – to provide support and technical advice, and to coordinate the technical elements of their productions.
- Interstate or international co-producing partners and presenters of tours of Griffin productions.

- Critical suppliers within the scope of the position (eg. set builders).
- Performing arts industry colleagues – to network and obtain knowledge of industry activities and trends.
- Technical and Creative Contractors – in the delivery of production requirements for projects.

Key Duties:

Provide technical support to the creative and production teams of Griffin productions as well as external and/or Independent producers and artists of the Griffin Presented productions

- Assist with the delivery of all resources required to manufacture, mount and tour (where applicable) all Griffin productions.
- Work with the Production Manager to assess each production's requirements and ensure all resources are delivered in an efficient and timely manner.
- Ensure that the artistic needs of all creative staff are met in an effective and efficient manner.
- Attend rehearsals as necessary.
- Assist with bump in and bump out of all Griffin productions in all venues.
- Attend production meetings for upcoming productions.
- Assist in the sourcing of equipment, props and set items.
- Maintain set and prop logs for the storage, reuse or recycling of items or materials.
- Stage Manage and/or supervise one-off events.

Participate in the technical bump-in and bump-out of Griffin Main and Griffin presented seasons

- Assist with bump in and bump out of Griffin Main season and Independent productions at the SBW Stables Theatre and on tour as required.
- Coordinate and supervise casual crew.

Assist in the maintenance of the SBW Stables theatre and Griffin technical equipment

- Work with the Production Manager to maintain an inventory of The SBW Stables Theatre's technical equipment and ensure that it is in good working order.
- Carry out technical maintenance of the SBW Stables Theatre as required.
- Monitor and maintain consumable stock levels.
- Assist with the coordination Griffin's storage facility.

Assist in the maintenance and development of Griffin production department documentation and procedures

- Ensure contract staff or independent teams are inducted into the proper use of the SBW Stables Theatre.
- In liaison with the Production Manager, ensure all technical schedules, risk protocols and registers, venue and show stock inventories are maintained.
- Ensure and maintain a safe work environment for all staff through the implementation and management of a comprehensive Workplace Health and Safety policy.

Contribute to making Griffin activities and operations more environmentally sustainable

- In collaboration with the Production Manager, ensure that strategies and

- initiatives are implemented to maximise energy and resource efficiency.
- Ensure that products and materials used by the company, its contractors and suppliers are environmentally sustainable.
 - Where possible, reuse and recycle existing sets, props and materials.
 - Other tasks/duties as directed from time to time.

Key Challenges

- Balancing priorities, given the number and variety of activities to be undertaken across multiple areas.
- Making decisions that are time sensitive, including deciding when to refer a decision to the Production Manager.
- Anticipating work load given that the demands of duties within the scope of the position vary significantly and are often unpredictable.
- Working under pressure while ensuring that key areas of responsibility run smoothly given that there are often unforeseen urgent issues requiring attention.

Selection Criteria:

1. Experience in Production Coordination, Stage Management, or a related production role in a performing arts company or venue, including strong technical knowledge of lighting, audio and/or design.
2. An empathy and understanding of the artistic process together with the ability to work with creatives to realise their vision.
3. Demonstrated ability to coordinate projects involving multiple deadlines, an ability to prioritise and to remain calm under pressure. Proven high level communication skills, in particular excellent attention to detail and relationship building skills.
4. Knowledge of and commitment to Workplace Health and Safety in an arts environment.
5. A driver's license is essential for this role.

Application Requirements:

1. A written application (no more than 1 page) addressing your suitability for the position and selection criteria
2. A Current CV and contact details of 2 referees.

Applications should be emailed with 'Production Coordinator' in the subject line by 5pm Monday 27th November to: production@griffintheatre.com.au

If you would like to discuss the position in more detail, please contact Production Manager Kirby Brierty on kirby@griffintheatre.com.au or on 02 8960 7798