

GRIFFIN THEATRE COMPANY  
INFORMATION FOR CANDIDATES:  
PRODUCTION MANAGER



## **PRODUCTION MANAGER - POSITION BRIEF**

### **OUR MISSION**

To lead the country in the production of the best new Australian plays.

### **OUR VISION**

Griffin Theatre Company (“Griffin” or “the 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.

### **COMPANY BACKGROUND**

Formed in 1978 by a group of NIDA graduates, Griffin has been shaping the future of Australian theatre for over 35 years, remaining at the forefront of Australian playwriting, and continuing to provide Australia’s most promising artists a place to dream, explore and create.

Griffin’s home venue, the SBW Stables Theatre, has an outstanding reputation as one of the great birthplaces of contemporary Australian theatre and as Sydney’s most intimate and persuasive professional stage.

Griffin has always been a place of good beginnings. Many artists who began professional careers at Griffin now contribute significantly to the Australian and international theatre, film and television industries.

The list of landmark Australian stories first staged at Griffin is equally impressive. The acclaimed films *Lantana* and *The Boys* began life as plays first produced by Griffin, as did the hit TV series *Heartbreak High*. Many other plays premiered by Griffin are produced regularly throughout Australia and internationally, including Australia’s most widely produced play, Michael Gow’s *Away*, and Tommy Murphy’s *Holding the Man*.

More recently, Griffin’s productions have reached wider audiences through co-productions and national tours. Under the artistic direction of Lee Lewis, Griffin is exploring the diverse range of voices that will create the relevant and engaging work our audiences demand. This is particularly evident through artist development programs such as the Griffin Studio.

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>	Full time Two-year contract
<b>Hours:</b>	38 hours per week
<b>Employment Conditions:</b>	4 weeks annual leave
<b>Salary Range:</b>	\$65,000, plus superannuation

Working closely with the General Manager and Artistic Director, Griffin's Production Manager is responsible for delivering the technical requirements of all Griffin's Main Season productions and development projects, supporting independent teams producing work as part of Griffin Independent and overseeing the operations and maintenance requirements of the company's home venue, the SBW Stables Theatre.

- Objectives:**
- Manage the planning, manufacture and delivery of all Griffin's production requirements.
  - Manage the production budgets in liaison with the General Manager.
  - Manage all technical requirements of Griffin operated facilities, particularly the SBW Stables Theatre.
  - Participate as part of a team, specifically performing a leadership role in the delivery of all Griffin productions.
  - Provide technical support and guidance to Griffin Independent producers and artists.
  - Contribute to making Griffin activities and operations more environmentally sustainable.
  - The Production Manager has day-to-day autonomy over operational matters following broad instruction from the General Manager and Artistic Director and ensures that all necessary processes are in place in order to deliver on that instruction.

- Key Internal Relationships:**
- The Production Manager works with the General Manager and Artistic Director to identify strategic objectives and ensure objectives are met.
  - On a daily basis, the Production Manager manages the part-time Production 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.
  - 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 General Manager.
  - The Production Manager provides briefings and instruction to casual production staff.
  - 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.
  - From time to time the Production Manager will provide plans and reports to Griffin's Board of Directors.

**Key External Relationships:**

- Technical and Creative Contractors – in the delivery of production requirements for projects.
- Griffin Independent and other external producers and presenters within the SBW Stables Theatre – to provide mentorship and technical advice, and to oversee 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 (e.g. set builders).
- 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.
- 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 necessary.
- Coordinate bump-in and bump-out of all Griffin Main and Independent Season productions.
- Contract and supervise all technical staff and/or organisations required to deliver the productions.
- Through effective resource management and coordination ensure the on time delivery of all performances in all venues.

**Manage all technical aspects of Griffin-operated facilities, particularly the SBW Stables Theatre**

- 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.
- Manage Griffin's storage facility.

**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.
- Manage the Production Coordinator and casual technical staff, ensuring a positive working culture.
- Liaise with creative staff 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 technical support and guidance to Griffin Independent producers and artists**

- Liaise with Independent producers, their technical and creative teams, to ensure that they are inducted into the SBW Stables Theatre operating procedures and policies, and that productions are suitably planned for the venue.
- Other tasks/duties as directed from time to time.

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

- Remain abreast of initiatives, systems and equipment to work towards best practice in environmental sustainability for productions and our venue.
- Implement strategies to maximise energy and resource efficiency.
- Maintain an inventory of stock, sets and props, and promote the reuse and recycling of materials.
- Use products made from recycled or sustainable materials.
- Collaborate with other companies and colleagues to build a network for advice and sharing of information and resources.

**Selection  
Criteria:**

1. Extensive experience in Production Management for a performing arts company or venue, including strong technical knowledge of lighting, audio and 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 manage projects involving multiple deadlines, budgets and stakeholders, an ability to prioritise and to remain calm under pressure.
4. Demonstrated ability to motivate, support and manage staff and service providers.
5. Proven high level communication skills, in particular excellent attention to detail, strong negotiation and relationship building skills.
6. Knowledge of and commitment to Workplace Health and Safety in an arts environment.

**APPLICATION REQUIREMENTS**

Applicants should submit the following:

1. A written application (no more than 2 pages) 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 Tuesday 14 June** to: Lane Pitcher [lane@griffintheatre.com.au](mailto:lane@griffintheatre.com.au)

If you would like to discuss the position in more detail, please contact General Manager Karen Rodgers by email on [karen@griffintheatre.com.au](mailto:karen@griffintheatre.com.au) or on 02 9332 1052.

Interviews may occur throughout the application period.