



Position Description Production Manager

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE: Production Manager

Award Classification: Band 8

Department: City Growth and Culture

Division: City Growth and Development

Date Approved: August 2022

Approved By: Manager, City Growth and Culture

ORGANISATIONAL RELATIONSHIPS:

Reports To: Acting Coordinator Programming and Production

Supervises: Contract Festivals Staff/Casual Staff

Internal Stakeholders: Council Employees and Managers, Executive Team and Councillors

External Stakeholders: Residents, members of the public, government representatives, statutory authorities, clients, suppliers, consultants, major contractors, festival stakeholders and sponsors, festival venues and traders, emergency management agencies, public transport providers, festival artists, film makers and community groups

POSITION OBJECTIVES

- Provide high level leadership for the planning and delivery of all production related requirements across the suite of Festivals and Events produced by City of Port Phillip. Including St Kilda Festival, St Kilda Film Festival as well as First Nations Arts and cultural festivals.
- Build and maintain strong relationships with stakeholder groups relevant to each festival.



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- Contribute to review and evaluation of Festivals, providing expert advice on relevant delivery options as well as cultural relevancy.

KEY RESPONSIBILITY AND DUTIES

- Planning and implementation of production elements for Festivals produced and presented by City of Port Phillip, including operations and logistics planning, infrastructure, staging and associated equipment, venue management, traffic management, emergency management, trader and stallholder coordination, accreditation for residents and participants and other duties as required.
- Responsible for audio visual quality for screenings and events at the St Kilda Film Festival to a cinema standard, including management of digital content
- Direct and indirect staff management and recruitment of production employees in staffing roles including:
 - Up to 12 key production staff and up to 80 casual staff for St Kilda Festival
 - And team leadership responsibilities within the festivals team
- Build on current OH&S and COVID safety planning and work closely with Risk Management consultant to manage and address all associated risks for each Festival.
- Budget management for production related income and expenditure across each Festival
- Engagement of key external contractors and services where required, including ensuring staff compliance with procurement policies
- Management of key production processes and documentation relating to each Festival.
- Monitoring and reporting of production processes and budget across the life cycle of each event as well as recommendations for future production improvements
- Maintain ongoing communications with each Festival lead/director and provide production advice for each event as necessary.
- Where practicable, evaluate Festival design and planning options with sustainable and accessible lens with the aim to reduce environmental impact across the festivals and increase standards of accessibility.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for effective leadership and management of staff to achieve team outcomes and council goals.
- Responsible for the selection, recruitment and management of staff, volunteers and consultants.
- Accountable for setting expectations, modelling behaviours and supporting staff to achieve their individual responsibilities.
- Responsible for management of Festival assets and vehicle.



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JUDGMENT AND DECISION MAKING

- Judgement and ability to provide accurate and appropriate information and advice to the varied needs to service users in relation to the St Kilda Festival and St Kilda Film Festival
- Exercise sound risk assessment, mitigation controls and escalation.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding and knowledge of technical and operational practices in relation to large scale festival and event operations.
- Understanding and knowledge of OH&S and public safety principles as they relate to events and public spaces.
- Ability to liaise with stakeholders and the public at all levels.
- Understanding of relevant legislation, government guidelines and industry related requirements relating to the staging of major festivals and events.
- Strong CAD knowledge and experience

MANAGEMENT SKILLS

- Ability to manage own time, plan and organise own work at an advanced level.
- Ability to prioritise and effectively manage time to meet deadlines particularly during busy or challenging periods
- Ability to communicate policies and procedures to production staff under supervision, including but not limited to, Occupational Health and Safety policies, procedures and techniques.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work



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INTERPERSONAL SKILLS

- High level written and oral communications skills with the ability to liaise with all levels of stakeholders in both formal and informal settings
- Ability to work collaboratively both inside and outside Council, gaining cooperation from a variety of stakeholders and participants
- Ability to foster teamwork and work cooperatively with clear communication

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in event and technical production combined with extensive relevant work experience in a senior role.

MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exception in line with City of Port Phillip Vaccination Policy.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).



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KEY SELECTION CRITERIA

- Demonstrated experience at a senior management level within technical and production related roles working on large scale outdoor events
- Extensive experience in planning and project management on a range of major events and cultural festivals including project monitoring, proficiency in Microsoft Office software and AutoCAD as well as project reporting
- Proven experience in budget management within technical and production related roles
- Experience in implementation of OH&S / safety practices for large scale public events
- Highly developed communication skills and the ability to liaise with a variety of stakeholders at all levels
- Extensive experience in leadership and staff management within an event context
- Experience in or working closely with local or state government in event delivery