

PERTH FESTIVAL

Position Title:	Production Coordinator
Department:	Production and Programming
Supervisor:	Program Manager

About Perth Festival

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

We are uniquely placed to celebrate the oldest living culture in the world by championing rich indigenous traditions and contemporary arts practice.

We build a creative community through arts sector development and diverse audience engagement, which are the heartbeat of the Festival. We collaborate with local institutions, grass roots arts organisations and provide opportunities, skills and jobs for hundreds of people each year.

This Festival and this city share the most dynamic region in the world, the Indian Ocean Rim and East Asian time zone where more than 60% of the world's population lives. The opportunities for artists, producers and presenters to explore creative engagement and international partnerships throughout the region are boundless.

The Festival was born out of the University of Western Australia's annual summer school entertainment nights as a “festival for the people” in response to a changing post-war society hunger for cultural nourishment.

Perth Festival now stands as Australia's premier curated arts festival – and one of the greatest in the world – with a diverse program of international artistic excellence that honours the vision of Festival founder Prof Fred Alexander:

“Keep up your standards and seek the best that is available to you wherever it may be found; but don't allow the Festival to become the exclusive preserve of the ultra-highbrows who might be tempted to forget that it is primarily a festival for the people of Perth.”

Role statement

As the appointee to this position you will, under the supervision and direction of the Program Manager provide production and technical support for the program in 2020 Festival to ensure successful program delivery and positive artist experience

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Key responsibilities

1. Oversee the production requirements and subsequent delivery of the program, including but not limited to specific theatre, circus and dance events
2. Under the direction of the Program Manager compile relevant information from visiting Companies / Artists and provide to the venues
3. Creation and management of all relevant production schedules, ensuring that they run as agreed and advising the program manager of any significant changes required
4. Budget management, tracking and reporting for all elements of specified shows / venues
5. Develop and maintain effective relationships with relevant project / performance stakeholders
6. Ensure that all visiting Company venue requirements have been met and are at an acceptable level
7. Liaise with suppliers and contractors to ensure technical requirements are met
8. Follow the correct purchasing procedure for all hires, purchases and expenses including (but not limited to) generating and gaining approval of purchase orders, use of petty cash / cash advance, completing expense reimbursement forms
9. Adhere to and apply required OH&S regulations and procedures including (but not limited to) Incident Reports, Safe Work Method Statements, Risk Registers, Risk Management Plans, Inductions and Job Safety Analysis forms and ensuring the safety of all crew, Company members and staff across specific events and venues
10. Manage Festival casual staff as required
11. Any other duties as requested by the Program Manager

Specific work capabilities (selection criteria)

1. Minimum 5 years' experience in a production management or delivery role, specific to performing arts including scheduling, budget management and delivery
2. Proven ability to support the production aspects of a range of events in a complex environment
3. Highly developed interpersonal and communication skills, both written and verbal
4. Highly developed attention to detail, organisational skills and demonstrated ability to set priorities and to meet deadlines
5. Experience with health and safety processes and some exposure to risk management planning
6. Experience with Datafest or other scheduling software is desirable
7. Experience with CAD and / or Vector Works is desirable