

newtheatricals

Role: Head of Production

Employment type: Full time

Salary: Salary band \$90,000 - \$100,000 (inclusive of superannuation) – salary package offers dependant on experience

Commencement Date: Immediate

Location: Based in Sydney, but will be required to travel both interstate and internationally, as required.

About the Company

Newtheatricals is a live theatre producing group founded by Rodney Rigby, operating in Australia and on Broadway.

Current productions: *Come From Away* Australian Tour, Broadway, Toronto, US Tour, London and *Diana* on Broadway.

Recent Australian projects include: *Jersey Boys*, *Blue Man Group*, *The Addams Family*, *Rock of Ages*.

Position Summary

The Head of Production will be responsible and accountable for managing and implementing all technical aspects of Newtheatricals productions. Operating within the defined constraints and goals of budget and schedule. This involves oversight of both internal and external suppliers.

Position requirements

- 7 + years of industry experience within a similar role
- Strong leadership skills and clear sense of authority
- Experience delivering complex theatrical designs across varying scales
- Experience with industrial relations
- Excellent communication skills
- Highly developed in planning, scoping and managing large budgets.
- Experience in new project development, preferably including site specific work.
- CAD and/or Vector Works experience

Key roles and responsibilities: -

Planning, budgets and scheduling

- Lead and collaborate with Production Managers and existing project production teams.
- Close collaboration with Producers and creative teams, in order to establish that production requirements are achievable within determined constraints.
- Preparation of detailed, individual production schedules.

- Pro-active contributions to budget conversations and scoping
- Oversight and responsibility for preparation of all production documentation and archiving.
- Oversight of all technical activities and elements of an assigned production leading to its successful realisation on stage to the highest professional production standards.

Oversight and Communication

- Chair weekly show-specific meetings to monitor progress and drive schedule and budget compliance.
- Preparation of meeting notes and minutes to provide traceable decision-making process.
- Responsibility for timely and comprehensive communication between all parties on assigned productions.

Safety

- Take lead responsibility to ensure production safety in all aspects of the production.
- Preparation of show-specific OH&S documentation including Risk Assessments and Safe Work Practices along with and required COVID Safe practices.

Please email applications, addressing the selection criteria, to alexandra@newtheatricals.com by **Friday 23rd April, 2021**

Applicants must hold relevant visa permissions to work in Australia