PRODUCTION & VENUE MANAGER POSITION DESCRIPTION

ABOUT PACT
PACT’s mission is to give emerging artists the time, space & rigorous support they need to push themselves & their chosen form. These forms span the diversity of contemporary performance combining aspects of theatre, dance, video art, music & installation. Founded in 1964, and based in an iconic inner-city black-box warehouse in Sydney, PACT is where first-time artists work with inspiring mentors and producers to pilot Australia’s artistic future.

POSITION PURPOSE
The Production and Venue Manager position is a key role in the PACT team and is responsible for managing the technical and production logistics of the program (presentation seasons, creative developments and venue hires). The Production and Venue Manager is responsible for providing and scheduling technical, practical support and front of house staff required for pre-production, delivery and post-event stages. This role provides support to the Executive Producer/CEO in the practical management and maintenance of the venue and its events. This position is also the point of contact for all matters regarding the building.

RELATIONSHIPS
The Production/Venue Manager reports directly to the Executive Producer/CEO.

MAJOR RESPONSIBILITIES
Production Manager:

- Oversees the technical and production budgets in consultation with the Executive Producer/CEO.
- Organises and maintains technical equipment and the venue.
- Schedules and manages production crew and front of house staffing.
- Supervises all bump-ins and bump-outs for the PACT Artistic Program and External Hires.
- Rigs lighting and sound equipment for PACT’s Artistic Program and where necessary External Hirers.
- Operates lights and sound for PACT’s Artistic Program and where necessary External Hirers.
- Schedules and conducts production meetings to guide artists and External Hirers with their technical requirements and taking a hands-on role during their events.
- Schedules, trains and oversees casual production crew and front of house staff.
- Point of contact for all building matters, tracking and following up on all issues to ensure all are resolved in a timely fashion.
- Purchases stock for the bar and liaises with stock sponsors.

Work health and safety:

- Maintains up to date knowledge of and compliance with all relevant work health and safety requirements, including but not limited to building, first aid and fire safety regulations
- Develops and delivers the annual maintenance plan
- Assesses and mitigates risk associated with productions, completes risk assessments for all productions and records post event
- Delivers a thorough venue induction to all staff, artists and external hires, and maintains records of completion
ENVIRONMENT & POSITION CHALLENGES

PACT Centre for Emerging Artists is situated on the land of the Gadigal People of the Eora Nation. First nations applicants are encouraged to apply.

PACT is an Incorporated Association and governed by a Board of Directors. PACT receives multi-year funding from the NSW State Government through Create NSW and is supported by the Council of the City of Sydney through an accommodation grant. PACT sources project funding from multiple sources including the Australia Council for the Arts, Create NSW, the City of Sydney, philanthropic foundations and direct donations.

PACT has a small permanent staff of three including one full-time and two part-time positions. Staff are located in an intimate office space, where close working relationships, open communication and a sense of humour are essential to the maintenance of a creative and calm environment.

For more information on PACT please visit www.pact.net.au
PRODUCTION & VENUE MANAGER

Position Status: One Year Contract - continued employment is funding dependent.

<table>
<thead>
<tr>
<th>Hours of duty:</th>
<th>0.4 Full-Time Equivalent i.e. 2 Days a Week. PACT office hours are 10am-6pm. After hours/weekend work will be required on occasions. Please note that hours may vary and can range between 15-40 hours per week depending on what is programmed into the venue e.g. PACT Presents work will require longer hours.</th>
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<tbody>
<tr>
<td>Remuneration:</td>
<td>$52,000 - $57,000 pro rata + a professional development budget</td>
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<tr>
<td>Superannuation:</td>
<td>9.5% p.a. additional to salary</td>
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<tr>
<td>Annual leave:</td>
<td>20 days p.a. pro rata</td>
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<tr>
<td>Personal leave:</td>
<td>10 days p.a. pro rata</td>
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KEY SELECTION CRITERIA

Demonstrated ability in:
- Production management
- Budget management
- Scheduling (staff and logistics)
- Technical and production logistics, including rigging and operating lights and sound

Knowledge of:
- Maintenance and upkeep of technical equipment and venue
- WH&S, Fire Safety and First Aid compliance

Minimum Qualifications:
- Drivers License

Experience in:
- Managing teams

Desired skills:
- Senior First Aid Certificate
- Test and Tag Certificate
- Fire Safety Certificate
- WH&S Certificate
- Riggers Ticket
- Working at Heights Ticket
- Responsible Service of Alcohol

APPLICATION PROCESS
Prepare a written response to the above selection criteria in 3 pages (maximum). Send your response along with your cover letter, CV and at least two referees to manager@pact.net.au

Application deadline: Midnight Monday 27th January. Late applications will not be accepted.
Interviews: Week beginning Monday 3rd February
Approximate start date: Mid-March

For more information or to discuss the role, please don’t hesitate to contact Nuala Furtado, PACT Executive Producer/CEO on (02) 9550 2744 or email manager@pact.net.au.