

POSITION DESCRIPTION			
<b>TITLE</b>	<b>Director of Production</b>		
<b>DEPARTMENT</b>	Production	<b>VERSION DATE</b>	January 2024
<b>TEAM</b>	Artistic Operations	<b>REPORTS TO</b>	Director of Artistic Operations & Deputy CEO
<b>DIRECT REPORTS</b>	<input type="checkbox"/> Production Coordinator <input type="checkbox"/> Employees & Contractors engaged to provide production & technical services to ATC <input type="checkbox"/> Any future positions created within the production department	<b>INDIRECT REPORTS</b>	<input type="checkbox"/> None
<b>KEY INTERNAL WORKING RELATIONSHIPS</b>	<input type="checkbox"/> Artistic Director & CEO <input type="checkbox"/> Director of Artistic Operations <input type="checkbox"/> Production Coordinator <input type="checkbox"/> Venue Technical Manager <input type="checkbox"/> Senior Venue Technician <input type="checkbox"/> Producer <input type="checkbox"/> Director, ASB Waterfront Theatre	<b>KEY EXTERNAL RELATIONSHIPS</b>	<input type="checkbox"/> Directors, Designers, Actors <input type="checkbox"/> Stage Managers, Production & Technical personnel <input type="checkbox"/> Health & Safety Consultants <input type="checkbox"/> Venues used by ATC
<b>WORKING CONDITIONS</b>	<input type="checkbox"/> Based at ATC rehearsal studios at Balmoral <input type="checkbox"/> Regularly out of office for meetings & production work <input type="checkbox"/> Regularly required to be at ASB Waterfront Theatre <input type="checkbox"/> Access to company pool of vehicles as needed for work purposes <input type="checkbox"/> Office hours unless productions require otherwise <input type="checkbox"/> Occasional travel out of Auckland for industry events and touring productions <input type="checkbox"/> Ability to work from home on an as-agreed basis	<b>KEY SUPPLIER RELATIONSHIPS</b>	<input type="checkbox"/> Production suppliers such as set builders, props makers, sound/light/AV hirers, fabrication workshops
<b>INTERNAL MEMBERSHIPS</b>	<input type="checkbox"/> Health & Safety Committee	<b>EXTERNAL MEMBERSHIPS</b>	<input type="checkbox"/> Entertainment Technology New Zealand (ETNZ)
<b>DELEGATIONS</b> The position exercises these delegations under the Delegations of Authority:	Manager of Annual Budget		Yes
	Non-Salary Payments		Yes
	Domestic Travel & Accommodation		Yes
	Contractual Commitments of 18 months Value		\$60,000 excl GST

## AUCKLAND THEATRE COMPANY

From the small beginnings of two annual productions and a full-time staff of two, Auckland Theatre Company (ATC) has gone from strength to strength, steadily increasing the number of annual productions, establishing dedicated new work, youth arts and education programmes and touring nationally & internationally on occasion.

As the Company grew so to the desire for a permanent home; so, after seven years of fundraising ATC built our own \$36 million state-of-the-art, five Green-Star rated theatre in the Wynyard Quarter. The opening of ASB Waterfront Theatre in October 2016 has not only cemented the Company's reputation as a producer of outstanding theatre but also established its place in Auckland's arts scene and events industry as a stage of national significance.

Over 200 productions later, in 2023 ATC celebrated 30 years of producing theatre in Tāmaki Makaurau. Now with an annual subscription season of 6-8 works, a thriving Youth Company, digital classroom and education programmes, new work in development, a suite of arts industry partnerships, rehearsal studios on Dominion Road and a 675-seat theatre to call home on Auckland's waterfront, ATC looks ahead to the next 30 years ready to embrace the new challenges of creating and presenting theatre for an ever changing audience in the context of Aotearoa's largest multicultural city.

## POSITION PURPOSE

The purpose of the position is to provide a high level of production service, management, technical expertise and operational excellence to Auckland Theatre Company, in order that productions are realised in a way which exceeds audience expectations.

The scope of this position extends to production planning and implementation; staff management including rostering contract staff; developing operational policies; budget management; daily production management and operations; acquisitions and procurement; negotiating the use of materials, equipment, facilities and other resources with ASB Waterfront Theatre staff, other venue staff and external suppliers.

A high level of theatre and performing arts production knowledge and experience is required in order to provide leadership, expertise and practical advice to artistic and creative contractors, production suppliers, ATC staff, contract staff, casuals and other personnel.

## 1. WHAT YOU WILL DO....

### HEALTH, SAFETY & WELLBEING

KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
Health & Safety responsibilities	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify hazards relating to the creation, delivery and running of productions and take steps to eliminate, control and minimise risks in accordance with best practice.</li> <li><input type="checkbox"/> Identify high risk preventative maintenance requirements for all equipment and property used by the Company in the creation and presentation of ATC performances; schedule preventative maintenance or repairs as required; maintain records and monitor costs of damage repairs; and identify who is responsible for any damage.</li> <li><input type="checkbox"/> Ensure Safe Work Procedures are followed at all times within the Production department.</li> <li><input type="checkbox"/> Organise and/or provide on-the-job training and supervision of</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> People see a leader dedicated to health, safety and wellbeing, modelling exemplary attitudes and personal conduct.</li> <li><input type="checkbox"/> Policies are complied with.</li> <li><input type="checkbox"/> Your people are safe and cared for.</li> <li><input type="checkbox"/> Staff are not overworked or overstressed.</li> <li><input type="checkbox"/> You are well-planned and take care of your own stress levels.</li> </ul>

	<p>production personnel and contractors to ensure a culture of safety and best practice is maintained at all times.</p> <ul style="list-style-type: none"> <li>❑ Evaluate staff performance and ensure compliance with safety procedures and best practice.</li> <li>❑ Communicate relevant health and safety information to all employees, contractors and other workers.</li> <li>❑ Identify when Personal Protective Equipment (PPE) is required for productions and ensure it is used by employees correctly and replaced when required.</li> <li>❑ Run health and safety inductions for all new show production contractors.</li> <li>❑ Prepare all production risk assessment reports and contribute to Job Safety Analysis (JSA's) and compliance reports to the Director of Artistic Operations as required.</li> <li>❑ Ensure a minimum level of production equipment is available, and that it is fit for purpose and used properly to deliver production department requirements.</li> <li>❑ In conjunction with the Venue Technical Manager, ensure that all safety equipment at the ASB Waterfront Theatre (including ladders, harnesses and instrumentation) complies with AS/NZS Codes.</li> <li>❑ In conjunction with the Venue Technical Manager, maintain a register of safety equipment; log equipment out to individual employees, and log in on return.</li> <li>❑ Tag and secure any damaged equipment until repaired or disposed. Prevent and report any misuse of equipment promptly.</li> <li>❑ Proactively take responsibility for self and others safety and wellbeing.</li> <li>❑ Adhere to and implement Company Health &amp; Safety policies and procedures.</li> <li>❑ Lead a culture of safety first, where people look after themselves and each other.</li> <li>❑ Manage own and your peoples time and workloads and avoid work-related fatigue.</li> </ul>	
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OPERATIONS		
KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Production planning</b></p>	<ul style="list-style-type: none"> <li>❑ In conjunction with the Director of Artistic Operations and the Producer devise a comprehensive critical path detailing and scheduling all key logistical aspects and staffing requirements to deliver ATC</li> </ul>	<ul style="list-style-type: none"> <li>❑ ATC productions are well planned.</li> <li>❑ The team have a high degree of confidence and assurance that productions will be well staffed, resources are allocated to achieve a great result.</li> </ul>

	<p>productions, including budgets and schedules.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan for and manage the production weeks and pack-outs of all ATC productions.</li> <li><input type="checkbox"/> Liaise with all ATC departments ensuring distribution of production information throughout the Company including schedules, personnel information and reports.</li> <li><input type="checkbox"/> Monitor rehearsal reports and show reports to ensure that all action is taken as required to maintain consistently high production standards.</li> <li><input type="checkbox"/> Manage all production human resource selection, scheduling and working relationships.</li> <li><input type="checkbox"/> Work to deliver agreed Company-wide or departmental initiatives in all aspects of production planning, including the implementation of policy, budgetary decisions and other strategies designed to minimize costs and achieve profitability.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Company can rely on daily follow up from rehearsal and show reports, production issues are resolved efficiently.</li> <li><input type="checkbox"/> Regular production meetings for all ATC productions and projects are well managed and efficiently run.</li> <li><input type="checkbox"/> Production schedules are issued well in advance of production weeks with a high degree of collaboration between the teams.</li> </ul>
<p><b>Operations</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage procurement, utilisation, storage and disposal of materials to maximise use of resources and to achieve productivity and profitability.</li> <li><input type="checkbox"/> Negotiate, manage and supervise production requirements with all venues, whether in Auckland or on tour, to ensure productions are presented to a high standard of delivery.</li> <li><input type="checkbox"/> Manage production budgets to ensure that productions are delivered within budget, this includes, but is not limited to, forecasting and tracking expenditure on production management, venue hire and services, technical equipment, transport, freight, set and prop construction, costume hire/wardrobe/makeup, technical labour, technical contract staff and technical touring costs.</li> <li><input type="checkbox"/> Review and report on activities, costs, operations, and forecast data to determine department progress towards stated goals and objectives as required.</li> <li><input type="checkbox"/> Procure resources and equipment within the Delegations of Authority.</li> <li><input type="checkbox"/> Lead all production and technical staff (permanent, contract and casual) to ensure that best practice is followed on stage and back of house at all times.</li> <li><input type="checkbox"/> Ensure that all technical equipment, wardrobe, set items and other physical production assets of the Company are used properly, stored securely and maintained in good working condition.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ATC materials, equipment and property are well maintained.</li> <li><input type="checkbox"/> Productions are planned and delivered within budget parameters.</li> </ul>

<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>❑ Hire and manage casual staff such as Stage Managers, Technical Managers, Props personnel, Operators and other show crew as needed for the productions, and per approved budgets, on a show by show basis.</li> <li>❑ Manage all other production contractors including but not limited to those working in Technical, Lighting, Set Construction, Sound, Stage Management, Properties, Wardrobe, and Scenic departments, to ensure a high standard of production delivery and that work is completed on time and within budget.</li> <li>❑ Carry out all human resource functions in line with Company policies and procedures including, but not limited to, setting clear objectives and conduct regular performance reviews, identify and address performance issues and development needs of staff.</li> <li>❑ Identify emerging production talent and provide opportunities for engagement with ATC and the ASB Waterfront Theatre when practical.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Creative teams are well supported with a collaborative approach to working.</li> <li>❑ Next generation talent is identified and supported to thrive within the Company.</li> </ul>
<p><b>Storage</b></p>	<ul style="list-style-type: none"> <li>❑ Manage the storage facility ensuring security, maintenance and upkeep of the facility.</li> <li>❑ Be part of industry initiatives to achieve new storage facilities for performing arts companies in Auckland.</li> </ul>	<ul style="list-style-type: none"> <li>❑ The Company's assets that require storage are protected, insured and secured.</li> <li>❑ The storage is the best priced solution and within budget.</li> <li>❑ Economies of scale between ASBWT and ATC storage needs are achieved.</li> </ul>

ADMINISTRATION		
KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Industry Engagement</b></p>	<ul style="list-style-type: none"> <li>❑ Liaise with tertiary providers, professional practitioners, venue technicians, suppliers and industry bodies to build strong relationships and goodwill within the sector.</li> <li>❑ Provide guidance on industry benchmarks and best practice.</li> <li>❑ Participate in industry wide training initiatives, Company mentorship programmes and other activities as required to promote technical and production professionalism and development.</li> <li>❑ Contribute to plans for the development of technical capability, staff training, and operational processes at the ASB Waterfront Theatre, to ensure it is held in high regard by the performing arts sector.</li> </ul>	<ul style="list-style-type: none"> <li>❑ The sector can engage readily with ATC production expertise.</li> <li>❑ Sector-wide initiatives are responded to and supported by ATC production department.</li> </ul>

FINANCIAL		
KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
Financial Management	<ul style="list-style-type: none"> <li>❑ Develop comprehensive production budgets for ATC productions, including physical builds, pack-in and out costs, fees and wages, manufacture and fabrication, rehearsal, performance, venue, logistics and any and all other expenses to mount the shows.</li> <li>❑ Negotiate deals and contracts with suppliers and contractors to secure the services and personnel for each production, obtaining fair and responsible deals.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Budgets are accurately compiled on time for the financial planning process.</li> <li>❑ Productions are delivered within the approved budgets.</li> <li>❑ People working on productions understand their financial parameters and are strict within them.</li> <li>❑ Matters relating to contracts and money are always recorded in writing.</li> <li>❑ People and companies who work for/supply to ATC feel the arrangements are fair, reasonable, and sustainable.</li> </ul>

ORGANISATION		
KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
Policy	<ul style="list-style-type: none"> <li>❑ Use and comply with Code of Conduct, policies, procedures, processes, systems and business conventions.</li> </ul>	<ul style="list-style-type: none"> <li>❑ You (and your team) uphold Company policies and your behaviours are consistent with the Code of Conduct</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>❑ This is a management position, and a high level of professionalism is required in this role. A primary responsibility to ATC and its artistic endeavours is essential This includes but is not limited to:</li> <li>❑ Maintaining a productive and effective working relationship with all Auckland Theatre Company employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity, and continued improvement.</li> <li>❑ Dealing with suppliers, contractors, creative staff and actors in a professional and courteous manner at all times.</li> <li>❑ Contributing to the overall direction, coordination and evaluation of the production department.</li> <li>❑ Developing and maintaining a positive and professional profile for the Company in dealings with contractors, stakeholders, audiences, suppliers and third-party organisations.</li> <li>❑ Suggesting improvements in operations, processes, efficiency, and service both internally and throughout the industry.</li> </ul>	<ul style="list-style-type: none"> <li>❑ ATC artists, staff, employees, contractors, and suppliers feel valued and well supported to achieve their jobs.</li> </ul>

CULTURAL COMPETENCY		
KEY AREAS	KEY RESPONSIBILITIES	EXPECTED OUTCOMES
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Knowledge of, or a willingness to develop knowledge of, Te Ao Māori/the Māori world view, tikanga Māori/protocols and customs, te reo Māori/Māori language and Te Tiriti o Waitangi/Treaty of Waitangi.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Treaty of Waitangi and its principles.</li> <li>Accurate pronunciation of te reo Māori.</li> <li>Full participation in cultural training.</li> </ul>
Multicultural Auckland	<ul style="list-style-type: none"> <li>Understanding of protocols and sensitivities of different Auckland communities.</li> </ul>	<ul style="list-style-type: none"> <li>Sensitivity and appreciation of the Auckland cultural context as it relates to ATC's work.</li> </ul>
Accessibility and Inclusion	<ul style="list-style-type: none"> <li>A commitment to learn, grow and faithfully implement inclusive work practices and cultural change to create an open and welcoming workplace.</li> </ul>	<ul style="list-style-type: none"> <li>You play your part in making ATC look and sound like Tāmaki Makaurau.</li> <li>Full participation in training and learning.</li> <li>Incorporate new practices, approaches and policies the Company develops to address inclusion.</li> </ul>

## 2. WHAT YOU WILL BRING....

QUALIFICATIONS	
ESSENTIAL	DESIRABLE
Drivers license for motor car and comfortable driving a van	
Current level two first aid	
Ten years related experience and/or training; and/or tertiary-level qualification in Operations Management, Production Management, Business Management of equivalent.	
EXPERIENCE	
ESSENTIAL	DESIRABLE
Sound knowledge of the artistic process of creating work for the stage and production management principles and the ability to put these into practice is essential.	
Expert collaborator with creative teams to achieve outstanding productions for the stage.	
Experience with forecasting, scheduling, budgeting and real-time production management.	
CORE COMPETENCIES	
ESSENTIAL	DESIRABLE
High level competency with MS Excel, Outlook and Word applications	Knowledge of technical drawing programmes
Ability to work well under pressure and prioritise tasks as directed as well as using own initiative	
Outstanding personal presentation and grooming standards	
Other essential attributes include:	

<ul style="list-style-type: none"><li><input type="checkbox"/> Ability to coordinate multiple projects, including the management of internal and external resources.</li><li><input type="checkbox"/> Analytical and problem solving skills.</li><li><input type="checkbox"/> Excellent interpersonal and communication skills.</li><li><input type="checkbox"/> Experience in contract negotiation.</li><li><input type="checkbox"/> Experience supervising, coaching and developing staff.</li><li><input type="checkbox"/> Strong industry and local knowledge.</li></ul>	
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