

## POSITION DESCRIPTION

<b>Job Title</b>	Director of Technical Production
<b>Company</b>	Opera Queensland
<b>Location</b>	South Bank, Brisbane
<b>Reports to:</b>	Chief Financial Officer

<b>Primary Purpose of Role</b>	
<p>The Director of Technical Production collaborates with creative teams and production crews to achieve artistic and production outcomes of the highest standard.</p> <p>As an integral member of the Senior Leadership team, this role provides accurate and timely information on the delivery of all production events, maintains budgets and is the key point of contact for all production related matters.</p>	

<b>Values and Behaviours</b>	
<b>Creativity</b>	We create opportunities for artists, a space to play, experiment and be ambitious. We embrace difference, take risks, inspiring the community to explore and imagine new possibilities.
<b>Respect</b>	Our relationships are built upon listening, empathy, trust, and inclusiveness. Integrity is central to everything we do. We are accountable, committed and fair.
<b>Collaboration</b>	Opera is a multifaceted art form, requiring a myriad of different skills. Working with our partners generates new ideas and opportunities, enabling all to achieve more than we could alone.
<b>Virtuosity</b>	We are focused, rigorous and questioning. We are committed to the highest standard of excellence in our art and our business.
<b>Joy</b>	We delight in our work. Joy and happiness are a vital ingredient of what we do, create and give.

<b>Key Responsibilities/Accountabilities</b>	<b>Performance Measures</b>
<p><b>Production Management</b></p> <ul style="list-style-type: none"> <li>• Work with creative teams to oversee the production process,</li> <li>• Direct the financial, personnel and material resources of productions and events of Opera Queensland:             <ul style="list-style-type: none"> <li>○ Develop, manage and report against production budgets;</li> <li>○ Monitor and control expenditure in accordance with approved working budgets;</li> <li>○ Coordinate, manage and implement all technical and operational requirements for productions and events produced by Opera Queensland;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Designs are achieved on time, within budget and within specification</li> <li>• Operating within budget</li> </ul>

Key Responsibilities/Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>○ Be responsible for the delivery of Risk Assessments for productions and other performance related events;</li> <li>○ Preparation of external tender documents;</li> <li>○ Supervise all external contractors' activities to ensure compliance with designs, budgets, schedules and professional standards;</li> <li>○ Chair production meetings, distribute minutes and monitor action items;</li> <li>○ Provide hands-on event management and production support, attending all tech and dress rehearsals to oversee and action all notes arising;</li> <li>○ Recruit and contract all Technical and Production staff;</li> <li>○ Develop and maintain policies and procedures relevant to all technical areas;</li> <li>○ Oversee the implementation of the effective work practices, procedures and rosters for all permanent and casual technical staff; and</li> <li>○ Research and implement contemporary production management processes and technologies where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>● Risk assessments approved prior to event delivery</li>   <li>● Minutes distributed within the required timeframe so that actions can be executed</li>   <li>● Ensure all positions are appropriately staffed as per the required skill level</li> <li>● Effective rostering of staff to ensure all jobs are covered</li> <li>● Working processes and methods align with or lead industry standard practice</li> </ul>
<p><b>Values and Culture</b></p> <ul style="list-style-type: none"> <li>● Support the integration of organisational values and develop the capacity of the organisation: <ul style="list-style-type: none"> <li>○ Provide effective and positive leadership for all Technical and Production staff, modelling Opera Queensland's values to support cooperation, professionalism, shared accountability and mutual support;</li> <li>○ Provide effective leadership and management of permanent staff, ensuring staff have access to the training, support, tools and resources required to be effective in their roles; and</li> <li>○ Foster a culture of continuous improvement across all teams, services and activities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Low staff turnover</li> <li>● Staff achieving set performance indicators</li> <li>● Identification, development and execution of a training plan</li> </ul>
<p><b>Equipment and Resources</b></p> <ul style="list-style-type: none"> <li>● Oversee the maintenance of Opera Queensland's technical equipment and other physical resources including IT equipment and technical support, and all rehearsal and related spaces under the remit of Opera Queensland: <ul style="list-style-type: none"> <li>○ Oversee the management of all rehearsal, workshop and wardrobe related spaces, under the permanent or temporary control of Opera Queensland including liaising with service providers and the maintaining of all necessary records;</li> <li>○ Maintain oversight and management responsibility for all technical equipment and physical resources under the permanent or temporary control of Opera Queensland;</li> <li>○ Assist in the management of Opera Queensland's IT equipment ;</li> <li>○ Act as the principal point of liaison with venue technical managers;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● All rehearsal spaces are fit for purpose</li> <li>● All technical equipment is well maintained and ready for use</li> <li>● Ensure maintenance of Opera Queensland's technical resources are performed in a timely manner</li> </ul>

Key Responsibilities/Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>○ Advise on capital expenditure for ongoing renewal and maintenance of Opera Queensland’s technical equipment; and</li> <li>○ Oversee maintenance of Opera Queensland Asset Register.</li> </ul>	<ul style="list-style-type: none"> <li>● Research and advise on future capital expenditure and maintenance</li> </ul>
<p><b>Work Health and Safety</b></p> <ul style="list-style-type: none"> <li>● Act as the Workplace Health and Safety Officer for Opera Queensland:                             <ul style="list-style-type: none"> <li>○ Provide leadership to Opera Queensland in maintaining the highest level of Workplace Health and Safety in the organisations works practices and facilities;</li> <li>○ Maintain a good working knowledge of necessary awards and legislation, in particular WHS legislation;</li> <li>○ Ensure the safety of all Opera Queensland employees, including volunteers and contractors, through appropriate Workplace Health and Safety management and ensure that all staff are adequately trained in WHS;</li> <li>○ Ensure Opera Queensland has, and implements, processes for complying with any legal duty or obligation and ensure these processes are verified, monitored and reviewed;</li> <li>○ Ensure all contractors adhere to contractor management procedures;</li> <li>○ Ensure that Workplace Health and Safety Queensland (WHSQ) – Office of Industrial Relations is advised of any serious incident or dangerous occurrence immediately.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Careful reporting of hazards and incidents</li> <li>● Proactively action any near misses, injuries and hazards and communicate plans to ensure no reoccurrences</li> <li>● Regular Toolboxes, review of policies, audits of systems (external and internal)</li> </ul>
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>● Other duties as reasonably requested.</li> </ul>	
<p><b>Travel and Outside Office Hours Work</b></p> <ul style="list-style-type: none"> <li>● Due to the nature of the organisation, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of normal office hours.</li> <li>● Due to the nature of the organisation and this position, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of Brisbane City, including regional Queensland.</li> </ul>	

Experience/Qualifications
<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>● Demonstrated high level experience in technical management with a producing venue or performing arts organisation.</li> <li>● Extensive knowledge of stagecraft, theatre production and scenic construction, rigging, automation, lighting, video, sound and projection.</li> <li>● Excellent understanding of the work and operations in production workshops, costume departments, stage management, transport, logistics and storage.</li> <li>● Experience of touring productions domestically and / or internationally.</li> </ul>

<b>Experience/Qualifications</b>	
<b>Leadership</b>	
<ul style="list-style-type: none"> <li>• Excellent leadership skills with a proven ability to lead diverse teams and manage people.</li> <li>• Demonstrated ability to build good relations with artistic teams.</li> <li>• Ability to foster a culture of continuous improvement, commitment to safety and a strong team ethic.</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Ability to manage multiple, competing priorities, meet deadlines, and exercise good judgement and initiative.</li> <li>• Excellent oral and written communication skills.</li> <li>• Excellent negotiation skills with a creative approach to problem solving.</li> <li>• A natural collaborator who enjoys working as part of a team.</li> <li>• Comprehensive knowledge and understanding of Workplace Health and Safety legislation, and Live Performance Award.</li> <li>• Strong computer skills with the ability to use Microsoft Office Suite, cloud storage and AutoCAD.</li> <li>• Evidence of qualifications/licences if held including Safe Work at Heights, Elevating Work Platform (EWP), First Aid.</li> <li>• Open Driver's Licence.</li> <li>• Blue card or Necessary Exemption of BlueCard – Working with Children Check.</li> </ul>	

<b>Direct Reports</b>	
<ul style="list-style-type: none"> <li>• Head of Wardrobe</li> <li>• Production Assistant</li> <li>• Casual technical teams (including production management, stage management)</li> </ul>	

<b>Key Relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• CEO/Artistic Director</li> <li>• Executive Producer</li> <li>• Head of Music and Chorus Director</li> <li>• Marketing, Learning, Regional &amp; Community, Development, Finance and HR teams</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Venues</li> <li>• Presenting partners</li> <li>• Industry bodies</li> <li>• Production staff, directors, designers and other creative team members, suppliers and contractors.</li> </ul>

<b>Role Description Approved By</b>	CEO
<b>Date</b>	9 November 2021