

Production & Technical Manager

Reports to: General Manager

Direct reports: Contract and Casual Technicians

Award: Amusement, Events and Recreation Award

Remuneration: \$65,000-\$75,000, Negotiable on experience

Superannuation Contribution: 10%

Employment: Full Time, 38 hours per week.

Location: Works across all sites including 107 Redfern, 107 Green Square and all satellite/popup locations as required.

Hours of operation: Monday-Sunday 7am-12am. Hours will vary each week depending on event and production delivery.

About 107 Projects:

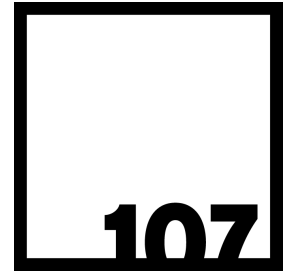
107 Projects Incorporated (107) is a creative community organisation advancing culture in Sydney. 107 promotes, plans, presents, and produces arts and cultural initiatives. We connect the arts, education and business to make social change and encourage people to live creatively.

Position Summary:

The Production & Technical Manager role is a full time position that reports to the General Manager. They are responsible for the delivery of all technical requirements of the organisation's productions to the highest artistic and technical standards, on time and within budget, while ensuring the successful sharing of production information to all relevant parties in a timely manner. They are also responsible for the design, implementation and upkeep of all technical systems and equipment across the organisation including ensuring the safety of all staff through implementation of best practice risk management practices and training.

About you:

- Enthusiasm for the weird and wonderful.
- Experience leading production teams to deliver professional events
- A passion for providing amazing experiences for all stakeholders and participants.
- A comprehensive knowledge of safety regulations and requirements.
- Demonstrated production management experience and technical proficiency
- Great logistical and organisational skills.
- Experience with stakeholder management in the event industry.
- History of working in fast-paced environments.



- Technical proficiency across event systems including IT, video, lighting, staging and audio.
- Sense of humour and the ability to work in a team environment.

Key Responsibilities

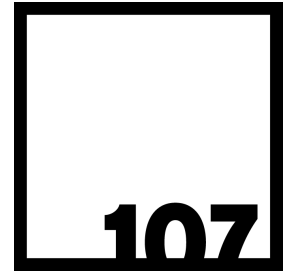
The Production and Technical Manager is responsible for:

- Providing day to day management of all technical aspects of 107's productions and venue operations.
- Arrange and oversee sound, lighting, and vision requirements for productions and 107's venues and satellite sites.
- Realise the vision of the creative team, and external hirers, while managing all technical requirements in a timely, efficient, safe and cost effective manner.
- Ensure venue requirements are met, and clearly communicated to staff and suppliers including providing appropriate training as required.
- Produce and Maintain comprehensive production and technical records including but not limited to plans, manuals, budgets, registers, and general technical documentation
- Manage the technical budgets of productions from delivery of concept through to manufacturing, staging, crewing, storage and maintenance.
- Overseeing WHS compliance and best practice throughout the lifecycle of 107 productions, and across the technical systems and equipment of our facilities.
- Communicate direction and a clear vision of success to help inspire and motivate the team, from dedicated employees of the organisation to contractors and suppliers.
- Devise and provide training programs to assist venue users, staff and contractors in the best use of equipment and systems.

Shared Responsibilities

All management roles within 107 will also share a degree of responsibility for the following:

- WHS.
- Community Engagement.
- Strategic Direction and Actions.
- Donations.
- Environment and Sustainability.
- Regulatory Compliance.
- KPI's and other non financial data.



- Meeting budget requirements.
- An awareness of business partners and relationships.

Required Skills and Certifications

- 5+ years experience in Production/Technical Management, or equivalent experience in a similar role.
- 3+ years leadership experience including management of high-performing teams.
- Demonstrated technical proficiency across event systems including IT, video, lighting, staging and audio.
- Experience in implementing a WHS compliance framework including safe work systems and risk assessments.
- Demonstrated knowledge of the event industry.
- Demonstrated organisational skills.
- Demonstrated production management skills.
- Excellent communication skills.
- Well-developed financial and budget management skills.
- Drivers Licence (manual transmission preferred)

Non Essential, Desirable Skills and Certifications

- Demonstrated experience using CAD or draughting software experience.
- Demonstrated experience using Google Suite or other cloud based servers.
- Demonstrated experience in the Not-For-Profit sector.
- Demonstrated experience in the creative and performing arts industries.
- Completion of Cultural Competency and/or other Diversity education programs.
- Working at Heights, Rigging, and/or EWP licence(s)
- Applied First Aid