



## **TOURING PRODUCTION MANAGER**

### **Job Description**

Employed by Sensorium Theatre you will work under the Artistic Direction of Sensorium Co-ADs Francis Italiano and Michelle Hovane to realise all aspects of the Production Management (including touring) of the Company's fourth immersive and multi-sensory theatre work Wonderbox, which is designed for children with disability and their circle of care. With respect to all WSH and operational matters- particularly scheduling, resource allocation and reporting-you will report to Sensorium Theatre's Producer at Performing Lines WA and to the Sensorium Theatre General Manager.

**Dates required:** Late April 2024 (3 weeks); August – mid September 2024 (4-5 weeks). Additional tour legs in 2025 (9 weeks on tour plus preparation).

You will be required to have an up-to-date Police Clearance and Working with Children Check.

1. Production Manage the Production during the rehearsal period and for all performances rendering diligent services such as is normally required of a Production Manager for a first-class theatrical production.
2. Consult with Sensorium Theatre (The Company), Performing Lines WA (The Producer) and the Creative team regarding the needs for the Production including (but not limited to) lighting, sound, vision, set, props, costumes, bump-in/out schedules, rehearsal and performance venues, transport and freight, and rendering diligent services such as is normally required of a Production Manager for a first-class theatrical production.
1. Supervise all technical aspects of the production from pre-production to the conclusion of the Touring Season. This includes in-person supervision throughout bump-in. The technical elements include (but are not limited to) lighting, sound, vision, set, props, costumes, bump-in/ out schedules, rehearsal and performance venues, transport and freight.
2. Liaise with Festivals and Venues to determine technical & crewing requirements.
3. Adapt, collate and distribute Production documentation including (but not limited to) technical specifications, production schedules, rigging plans, lighting plans, vision plans, set plans and freight plans to relevant parties within required timelines, as directed by the Producer.
4. Oversee the installation of sound, lighting and vision elements at each venue.
5. Communicate all Production-specific safety information to venue personnel.
3. Assist the Stage Manager with updating and distributing weekly and daily schedules to the cast, crew, creative team, Producer and Sensorium Theatre General Manager including (but not limited to) rehearsal and performance call times, PR and media obligations and Community Engagement activity.
4. Assist the Stage Manager with completion and distribution of accurate and comprehensive Show Reports for the rehearsal and performance season of the Production and ensure that these are forwarded to the Producer and Sensorium Theatre General Manager weekly.
5. Work with the Producer to track Production costs against budget and notify the Producer and Sensorium General Manager of any developments which may significantly affect the Production's performance against budget as soon as practicable. Seek authorisation from the Producer for the hire or purchase of single items in excess of AUD\$250.



6. Manage the production petty cash float and provide a detailed reconciliation of expenditure to the Producer.
7. Work with the Company and Producer and their representatives, to create technical specifications for the purpose of touring, including making necessary modifications and adjustments to the set, lighting, vision and sound elements.
8. Work in collaboration with the Sensorium Theatre general Manager and the Producer to oversee and deliver the Covid Safe Work Plan for the Production.
9. In collaboration with the Stage Manager, report all crew and cast injuries, accidents, near misses and any non-compliance with WHS (including but not limited to Covid Safe Work practices) to the Producer and the Company and to work with the Sensorium Theatre General Manager and Performing Lines Administrator to file the necessary documentation.
10. Communicate to the Sensorium General Manager and the Producer any significant matters arising from the Touring Party. This may include, but not be limited to, mental health and well-being, harassment or physical or cultural safety.
11. Where necessary, assist in the facilitation of the Production's Community Engagement program.
12. At the conclusion of the presentation, work with the Stage Manager and other Technical Personnel to provide detailed, concise Production documentation including, but not limited to:
  1. Set plans, including construction and installation details.
  2. Lighting, Sound and Vision show files, and updated focus notes.
  3. Full set, costume and props list.
  4. Condition report of set, costume and props.
13. Attend a project de-brief at the conclusion of the Touring Season facilitated by the Producer.
14. Possess a current First Aid Certificate from a nationally accredited First Aid training institution and be prepared to administer First Aid when required. The Production Manager will be responsible for maintaining and restocking the First Aid Kit during the season.
15. Comply with all requirements of the relevant state-based Work Health and Safety Legislation, under which the Company and the Producer operates, and any additional relevant legislation, and the terms of the Producer's contract with the Venue/Presenter.
16. Subject always to prevailing requirements and directions of the relevant health and/or government authorities, and/or where there is a reasonable requirement from a third party be prepared to respond to any requests to be fully vaccinated before taking part in on-site work and to provide a certified vaccination certificate or a valid exemption, all in accordance with the joint Sensorium Theatre and Performing Lines Covid Safe Work Code of Conduct.
17. Abide by the operating procedures and policies outlined in the Sensorium Theatre Code of Conduct, Child Protection Policy and Performing Lines' Production Handbook.
18. Acknowledge that they are engaged exclusively by Sensorium Theatre and Performing Lines WA and that, during the continuance of this engagement shall not exercise their talent for their own benefit, or for the benefit of any other company, institution, or person(s) without prior consultation and approval of the Company and the Producer.

Please email [michelle@sensoriumtheatre.com.au](mailto:michelle@sensoriumtheatre.com.au) if you are interested in the position and please include a copy of your CV. We will aim to meet with a short list of candidates in late January 2024.