



52 Costin Street,
Fortitude Valley, QLD 4006

07 3852 1711
hello@thetivoli.com.au
thetivoli.com.au

WE'RE LOOKING FOR A...

PRODUCTION MANAGER

THE TIVOLI

The Tivoli Theatre is a Brisbane live music institution and award-winning performance space spanning a life of over 30 years. Within the walls of the 100 year-old girl, many memories have been made (and many lost). Over the past three and a half years under new ownership, The Tiv has undergone a number of exciting changes and today we're on the hunt for an exceptional human to join our small but passionate team as we take things to the next level in 2020 and beyond.

Our goals:

- Providing exceptional service to event promoters, clients and audiences.
- Showcasing culturally and artistically diverse artists and events.
- Creating memorable experiences for punters.
- Developing unique and meaningful partnerships with other local, national and international organisations.
- Creating a home for Brisbane audiences to bask in the glory of live music and performance!
- Supporting the Brisbane community.

The Tivoli features:

- 1560 pax standing room gig and function space
- 677 pax theatre-style seated event space
- Fully equipped venue - Lighting, Sound, AV, Furniture
- Our smaller What's Golden stage, featuring its own built-in rig and audio system
- 4 Operational Bars
- Full-scale commercial kitchen with resident caterers
- Flexible carpark space for outdoor events and festivals

We are looking for a leader in the field to fulfill the role and further develop the business in conjunction with our leadership team.

For more information on the Tivoli visit:

www.thetivoli.com.au

JOB TITLE: PRODUCTION MANAGER

The Tivoli's is on the hunt for an experienced and passionate Production Manager to join our existing leadership team and to lead the venue's casual production team. The Production Manager will have significant experience in coordinating, realising and managing technical and production processes in an organisation specializing in music and the performing arts.

You will be a part of The Tiv's core management team, and will help create and drive the overall vision of the venue.

TIVOLI

POSITION DETAILS

Commencement:	Immediately, or by negotiation.
Hours:	Full-Time 38 hrs/week – Flexible hours. Some nighttime event work will be required in this role.
Reporting to:	Creative Director Director
Liaising closely with:	Booker and Ticketing Manager Creative Director Venue Manager Events and Administration Team
Supervising:	Casual Production Team
Remuneration Package:	Available on request, includes superannuation and leave entitlements

POSITION DESCRIPTION

You are:

- Experienced (5+ years) in the music, entertainment and performing arts industry. This is not a junior/entry level position.
- Experience as a technician in either a sound, lighting or AV.
- Interested in innovation and trends in production.
- A creative problem solver.
- A team player.
- Experienced in developing and implementing strategies and processes.
- Collaborative and love a rigorous brainstorming sessions and big picture thinking.
- Results-driven (you love to see the fruits of your own labour).

Core Responsibilities:

- Oversee the production management of all events in the venue, adhering to stipulated budgets, timelines and other external contexts.
- Assess technical requirements of potential events and productions.
- Liaising with promoters, tour managers and event managers to advance shows in a timely manner.
- Operate events at the venue where required (minimum of 1 show per week).
- Liaise with corporate clients to ensure successful delivery of functions and specials events.
- Develop floor plans for corporate and private events.
- Recruit, train and supervise all production and technical staff.
- Managing the efficiency and competency of The Tivoli's production team and on-call production crew.
- Managing crew rosters.
- Rostering production crew for 'What's Golden' stage.
- Assist with the management of special projects.
- Create and maintain a company maintenance schedule.
- Keep all production equipment in good working order.
- Build and keep updated all venue technical specifications and venue plans.
- General venue maintenance in collaboration with Venue Manager.
- Develop and maintain strong relationships with internal and external clients, suppliers, partners and stakeholders.

TIVOLI

You should also:

- Be proactive
- Have a good knowledge of necessary awards and legislation including the Live Theatre and Concert Award and relevant Occupational, Health and Safety legislation.
- Be connected to the community and industry.
- Be highly organised and efficient.
- Be able to work well with other people.
- Have excellent interpersonal, computer, oral and written communication skills

Experience in Vectorworks is highly regarded.

APPLY

For more information and to discuss remuneration package, please contact Creative Director, Dave Sleswick dave@thetivoli.com.au or call 07 3852 1711

To apply, please submit a brief cover letter of no more than 300 words in the body of an email, and a resume with 3 referees (with contact details) to dave@thetivoli.com.au

In the subject line: (YOUR NAME) | Production Manager Application

Applications close Monday 17th February 2020