

Position Description

Production & Operations Manager

About the Company

Chunky Move is one of the most influential contemporary dance companies in Australia. Under the creative leadership of Artistic Director Antony Hamilton, Chunky Move creates bold, visually striking and genre-defying dance works that merge the body with other artistic mediums. Our works interact with varied spaces and presentation contexts and are underpinned by an ethos of collaboration and experimentation. Artists and audiences are at the heart of Chunky Move and our partnerships and projects aim to increase the visibility of contemporary dance as an everyday artform. We are deeply committed to fostering an inclusive and accessible environment for our artists, audiences, staff and volunteers and we are invested in the growth and diversity of audiences for dance in Australia.

Chunky Move is a not-for-profit company and is supported by the Victorian Government through Creative Victoria, the Commonwealth Government through the Australia Council and by the City of Melbourne through its ACIP program.

History

Chunky Move was founded by Artistic Director, Gideon Obarzanek and Executive Producer, Angharad Wynne-Jones in 1995. The company quickly established itself as one of Australia's most innovative, awarded and recognised performing arts companies, setting an early precedent for Australia by eschewing an ensemble model and embedding artistic reinvention. Under the Artistic Directorship of acclaimed Dutch choreographer, Anouk Van Dijk (2012 – 2018), Chunky Move continued to provide creative exploration for audiences, dancers and collaborators. In December 2018, Antony Hamilton, Kristy Ayre and Freya Waterson were appointed to lead the company providing an invigorated artistic and organisational capacity to evolve Chunky Move for a new generation of artists and audiences.

PURPOSE OF ROLE

The Production and Operations Manager (P&OM) is responsible for leading all aspects of production and venue management including:

- managing technical production processes to realise the Company's performance works
- coordinating all logistics planning for productions when delivered and on tour
- being the company's Tour Manager when required
- managing the physical aspects of the company's home including its performance venues, office and digital infrastructure
- maintaining Chunky Move's Operational Risk Assessment Framework and Occupational Health and Safety Program

The Production and Operations Manager is ultimately responsible for ensuring that the Artistic Director's vision is realised to its fullest potential within technical and budgetary constraints; providing frank, fearless and timely advice regarding safety, cost and feasibility issues.

The Production and Operations Manager role requires a proactive creative problem-solver with highly developed communication skills, who is a collaborative and positive contributor to the Chunky Move team culture.

This role has dual reporting responsibilities to both the Artistic Director / co-CEO and Executive Director / co-CEO. Roles reporting directly to the Production and Operations Manager include

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the Production & Operations Coordinator, casual and contract production personnel and creative contractors. The P&OM also manages relationships with the company's co-producers and presenters (when required), technical/production managers in other venues, suppliers, IT providers and building contractors.

KEY INFORMATION

Hours & days	Full-time. The Employee is required to work a minimum of 152 hours per 4 weeks during the company's ordinary business hours which may include night time and weekend work and otherwise in accordance with Company policy.
Reports	This role has dual reporting responsibilities to both the Artistic Director / co-CEO and Executive Director / co-CEO.
Location	Chunky Move is located on the unceded lands of the Boon Wurrung and Wurundjeri people of the Kulin Nations. We respectfully acknowledge the significant contributions of Australia's First Peoples and are committed to supporting the continuity of culture and relationship to this land. We are located at 111 Sturt St, Southbank in a building we share with neighbouring arts organisations ACCA and Malthouse Theatre. Our office is spacious, airy and all facilities are accessible, with a wheelchair accessible tram-stop nearby.
Remuneration	Negotiable based on experience \$85,000 >
Employment term	This is an initial 24-month contract with a 6-month probation period. Proposed commencement: mid – late August 2022

Reporting Structure

This role has dual reporting responsibilities to both the Artistic Director / co-CEO and Executive Director / co-CEO.

Working Structure

Roles reporting directly to the Production & Operations Manager include the Production & Operations Coordinator, casual crew, creative contractors.

The P&OM also manages relationships with the company's co-producers and presenters (when required), technical/production managers in other venues, suppliers, IT providers and building contractors.

Other Key Relationships:

(Internal) Program Producer

(External) Company co-producers and presenters (when required), technical/production managers in other venues, suppliers, IT providers and building contractors.

Hours

The Employee is required to work a minimum of 152 hours per 4 weeks during the company's ordinary business hours which may include night time and weekend work and otherwise in accordance with Company policy.

KEY TASKS / RESPONSIBILITIES

Production

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The P&OM is ultimately responsible for ensuring that all aspects of Chunky Move productions are realised within budget and on schedule, according to the creative team's vision.

- Develop feasibility plans, indicative budgets and schedules for all projects at all stages; from early research stage through creative development to final production phase.
- Realise all productions produced and/or presented by Chunky Move, and all Chunky Move productions co-produced and/or presented by an external producer/presenter from an operational, technical and logistical perspective
- Maintain a close and productive relationship with relevant staff to ensure seamless coordination of all operational matters across the whole team
- With the relevant staff, liaise with and determine the needs of performers, creative personnel and Chunky Move administrative staff on all productions produced and/or presented by Chunky Move
- Lead Production Meetings, ensuring that all members of the creative team are provided with up-to-date information at all stages of the project
- Develop plans and timelines for each creative project or tour
- Manage the production budgets within approved limits and provide regular budget updates to the Executive Director / co-CEO and or Producer
- Develop accurate, technical specifications of each work, after initial performance season

Touring

The P&OM is responsible for researching and developing logistics plans for local, regional, national and international touring. The P&OM is also expected to travel with the Company on tour.

- Develop tour schedules in conjunction with the Artistic Director, Executive Director and other relevant staff and contractors.
- Work closely with the Executive Director in providing accurate technical and freight budget information in a timely manner during contractual negotiations for potential tours.
- Manage the transportation of freight
- Engage and supervise all contracted crew
- Communicate regularly with each venue presenter's technical team, ensuring that up-to-date Technical Specifications, lighting and audio plans and all other schedules are made available as required
- Manage all technical, operational and logistical requirements of touring

Management & Leadership

- In conjunction with other Chunky Move staff, establish planning procedures and systems to assist in the overall smooth running of the Company
- Maintain Chunky Move's Operational Risk Assessment Framework and Occupational Health and Safety Program for acceptance and sign off in line with company approvals policy
- Oversee the implementation of the company's OHS policies
- Manage the Production & Operations Coordinator, including time management and performance appraisal
- Conduct regular meetings with the Production & Operations Coordinator to plan the activities and priorities of the Production Department, ensuring that production related deadlines are coordinated with a 'whole-of-team' approach
- In conjunction with the Executive Director or their delegate, manage the employment and contractual engagement of all technical personnel required by Chunky Move
- Act as the Company's representative as required and where appropriate

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Building Management

- Manage the relationships with the landlord, Creative Victoria, and all building contractors
- Manage the company's storage requirements
- Ensure that the performance and rehearsal spaces are adequately set up and technically resourced
- Manage the IT requirements of the company
- Manage other building resource projects as required.

Special Requirements

This is a full-time position and during peak production delivery periods you will be required to work outside of normal business hours and on weekends. The physical requirements of your position are consistent with those of a technical worker in a performing arts / theatrical environment.

Success in the Role will be measured by evidence of

- Demonstrating the ability to lead and manage diverse artists and collaborators with clarity, understanding, and empathy.
- Effectively collaborating with creative teams to deliver productions to an exceptional level of quality, ensuring safety and sustainability within budget and on schedule.
- Ability to develop and maintain strong relationships with internal and external stakeholders, with excellent interpersonal and communication skills.
- Excellent time management skills with a demonstrated ability to deliver complex projects simultaneously while displaying sound analysis and problem solving.
- A sound understanding of technical and OHS requirements and practices as they pertain to the performing arts.

To apply

Applications are to be sent via email (Subject Line: CONFIDENTIAL Application P&OM) to Executive Director / co-CEO, Kristy Ayre at kristy@chunkymove.com.au

Applications should contain

- CV including contact information
- One document addressing the **Key Tasks and Responsibilities** (max. two pages)
- Min. two professional referees – please do not submit an application without including the names and contact details of two professional referees.

Chunky Move is an equal opportunity employer and encourages applications from all genders and backgrounds.

Applications close at **5pm on Tuesday 26 July 2022**

Initial interviews will be invited for in person or via Zoom on Thursday 28 or Friday 29 July.

If you have any questions about this role before submitting an application please contact Executive Director / co-CEO, Kristy Ayre at kristy@chunkymove.com.au

Contact details

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