

CHUNKY MOVE

POSITION DESCRIPTION PRODUCTION AND OPERATIONS COORDINATOR

Role Summary

PURPOSE OF THE ROLE

The Production and Operations Coordinator works closely with the Production and Operations Manager, providing essential support in the delivery of Chunky Move productions, technical and operational management and is an integral member of the Chunky Move team. The Production and Operations Coordinator is responsible for supporting the efficient administration of the Production and Operations department; ensuring that planning processes, scheduling and financial systems are in place.

WHO WE ARE LOOKING FOR

An enthusiastic and capable individual to join our hard working and passionate team. Knowledge of the Australian dance and/or arts sector is desirable but not essential.

Chunky Move is an equal opportunity employer. We strongly encourage applications from First Nations people, people from a culturally and linguistically diverse background, Deaf, disabled and neurodiverse people, and people from the LGBTIQ+ community.

To be eligible for apply for this role, applicants must have existing Australian work rights.

KEY SELECTION CRITERIA

Essential

- Minimum two (2) years' experience in a professional technical theatrical environment, with proven proficiency in two or more of the following technical areas; audio, lighting, AV, rigging, IT, stage management
- Strong attention to detail and system-oriented information management and documentation skills
- Proficient in the use of Microsoft web-based platforms (Outlook, onedrive) and other relevant IT tools
- Clear and concise written and verbal communication skills
- Enthusiasm to contribute to a positive team environment and demonstrated commitment to culturally safe workplaces
- Sound knowledge of OHS, compliance and venue safety
- Ability to professionally and courteously handle external partner enquiries and build strong relationships with suppliers, hirers, casual crew and artists
- Ability to multitask and work on multiple projects simultaneously
- Ability to work harmoniously and collegiately in a small team and remain professional under stressful conditions

Desirable

- Experience with technical drawing
- EWP Ticket
- First Aid Training
- Current Driver's License, no restrictions
- Experience in managing and reconciling petty cash floats

Company

ABOUT

Chunky Move and 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.

Reporting Structure

This position reports to the Production and Operations Manager.

Liaison

In undertaking the duties of this position, the Production and Operations Coordinator will be required to work cooperatively with all Chunky Move personnel and contractors.

Hours and Days

This is a full-time role. Standard hours are Monday – Friday, 9:00am-5.30pm (with a lunch break), with some days starting and finishing later i.e., 9:30am-6:00pm or 10:00am-6:30pm. 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. The company has a TOIL policy to support any overtime.

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

Salary (based on experience) range between \$60,000 – \$65,000 per annum plus Superannuation and all entitlements.

Employment Term

This is a two-year contract, with a six-month probation period, renewable subject to funding outcomes and organisational strategy.

Ideal start date: as soon as possible – late October 2022

Key Tasks / Responsibilities

Production and tour coordination

This role is responsible for providing production and technical support as part of the production department for Chunky Move productions, as well as external and/or independent productions presented by Chunky Move, including but not limited to;

- Assist with the delivery of all resources required to manufacture, mount and tour Chunky Move Productions
- Work with the Production and Operations Manager to assess each production's requirements and ensure all resources are delivered in an efficient and timely manner
- Assist in the sourcing equipment, props and set items
- Subject to skill level, take a lead production role, such as stage management, production management or head LX or head audio on smaller Chunky Move productions, as required
- In the absence of the Production and Operations Manager, supervise all crew as part of Chunky Move productions and collaborations at the company headquarters or at presenter locations including on tour where required

Administration and documentation

- Liaise with the Production and Operations Manager on delivering development schedules, production schedules, performance schedules and touring itineraries to ensure consistency with performer contracts and other contractual obligations to co-producers or presenters
- Develop and distribute rehearsal schedules and show reports in the absence of a stage manager
- Administer production department meetings under the direction of the Production and Operations Manager, including but not limited to;

- Generate agendas for production meetings in consultation with the Production and Operations Manager
- Attend and minute production meetings, and distribute minutes in the absence of a Stage Manager
- Financial administration of the production department under the management of the Production and Operations Manager, including but not limited to;
 - Reconcile core production and show specific petty cash floats
 - Submit invoices to the Production and Operations Manager or Office and Program Coordinator for processing

Operations and Facilities

- Assist in ensuring a safe workplace environment for all staff through adherence to and implementation of the Chunky Move occupational health and safety policy and risk management plan, including at a minimum:
 - Induction of staff and external hirers/contractors to Chunky Move's facilities and policies
 - Upkeep of first aid staff training log/documentation
 - Upkeep of fire warden training log/documentation
 - Administration of show specific risk management log/documentation
- Support the Production and Operations Manager in the administration of incident report log/documentation
- Assist in the ongoing liaison with external contacts regarding building maintenance or repair
- Liaise with the Production and Operations Manager in the administration, rostering, training and supervision of casual production staff
- Assist the Production and Operations Manager in the management of the offsite storage facility and the ongoing storage requirements of the company
- Maintain logs for the storage, reuse and recycling of production materials
- Liaise with the Office and Program Coordinator on the production and staffing requirements of studio hires

General Duties

- Ensure that studios and public spaces such as foyers are clean and ready for public use and presentation, as required
- In conjunction with the Production and Operations Manager and the Office and Program Coordinator, assist in the ongoing upkeep of the company activity schedule
- Update and maintain all production and show files
- Archive all show file
- Archive all show recordings, in conjunction with the marketing team
- Update and maintain the building, supplier and casual crew databases
- Assist in the maintaining of IT equipment and systems
- Monitor and maintain consumable stock levels
- Prepare and facilitate the rehearsal room, dressing rooms and green rooms, in the absence of a Stage Manager

How to Apply

If you believe this is the right opportunity for you, please email your application to ash@chunkymove.com.au by **5pm Monday 10 October**. Please include the subject line: CONFIDENTIAL application Production and Operations Coordinator.

Interviews will be held in person or via ZOOM on **Wednesday 12 and Thursday 13 October 2022, or earlier**. We will assess applications on a rolling basis so applicants are encouraged to apply ASAP.

Your application should introduce yourself, speak to your interest in the position and in working with Chunky Move, outline your professional experience as well as address the key selection criteria.

As a guide you may wish to submit:

- A covering letter introducing yourself (one page maximum)
- Response to the key selection criteria (two page maximum)
- A resume including a minimum of two referees

You may also apply by submitting a video or audio recording instead of a written application but please ensure you cover all the information listed above.

If you need any support completing an application, or have any queries, please call (03) 9645 5188 and ask for Ashley Buchanan (Production and Operations Manager), or email ash@chunkymove.com.au. Alternatively, you can also contact Kristy Ayre (Executive Director / co-CEO, currently overseas) on kristy@chunkymove.com.au.