

CHUNKY MOVE

Position Description **Production and Operations Coordinator**

About Chunky Move

Chunky Move is located on the unceded lands of the Boon Wurrung and Wurundjeri peoples of the Kulin Nations. Our team respectfully acknowledges the significant contributions of Australia's First Peoples and is committed to supporting the continuity of culture and relationship to this land.

Established in 1995, Chunky Move is Victoria's flagship contemporary dance company. Internationally renowned for ambitious and highly original work, our award-winning company maintains a reputation for being at the forefront of contemporary dance globally. Under the leadership of co-CEOs Antony Hamilton and Kristy Ayre we deliver an annual program of major works, commissions, residencies and education offerings. Since its inception, the company has performed 350 seasons to 610K+ audiences in over 130 cities worldwide.

Our purpose is to create extraordinary genre-defying dance.

We value fearless experimentation, rigour in practice, deep collaboration, and our place in dance sector leadership.

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 Coordinator** plays a crucial role in the planning, organisation, and execution of all aspects of Chunky Move Productions. They ensure that everything runs smoothly from start to finish, working closely with various departments such as creative, technical, and operations teams. The roles and responsibilities of the role are divided into four main areas: **Pre-Production, Production, Post-Production, and Company Operations.**

Ideal Candidate:

The ideal **Production and Operations Coordinator** should have a passion for the arts and be able to work in a fast-paced, creative environment. They must be able to balance the creative vision of the director/choreographer with the practical realities of production management. This role is integral to ensuring that all the moving parts of a dance production come together seamlessly, allowing the creative team to focus on delivering a high-quality performance.

Key information

Hours & days	This is a full-time role. Standard hours are Monday – Friday, 9am-5.30pm <i>or</i> during rehearsals 10:00am – 6:30pm. Out of Business hours is expected and will be scheduled accordingly. The Company has a TOIL policy to support any overtime.
Reports	This role reports directly to the Production and Operations Manager and works closely and collaboratively with the Artistic Director and Executive Director /Co CEO's of the company.
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	\$65,000 - \$70,000 plus superannuation. Negotiable, based on experience.
Employment term	Two-year contract with six-month probationary period. Proposed commencement: Late April 2025/as soon as possible.

Contact	Contact email for questions and application submissions: Ashley Buchanan – Email: ash@chunkymove.com.au Phone: (03) 9645 5188
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Reporting Structure

This role reports directly to the Production and Operations Manager and works closely and collaboratively with the Artistic Director and Executive Director /Co CEO's of the company.

Working Structure

In undertaking the duties of this position, the Production and Operations Coordinator will be required to work in direct co-operation with all Chunky Move personnel.

Other Key Relationships: (Internal) Senior Producer, Office and Program Coordinator; (External) Production Managers, Venue Managers, Trades, Presenters, Creatives, Choreographers, Dancers, Hirers, Technical departments, Crew, Contractors and Suppliers, and Access service providers.

Hours

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Key Tasks / Responsibilities

Pre-Production:

- **Planning and Scheduling:** Coordinate the development and upkeep of production schedules for rehearsals, performances and other Company activity.
- **Resource Management:** Coordinate sourcing and allocation of resources, including equipment, props, costumes, and venue logistics to ensure everything required is ready and available.
- **Communication:** Disseminate technical, design and schedule information to all relevant parties ensuring information is current.
- **Research and Development:** With the Production and Operations Manager and Artistic Director, perform research and development to inform technical design strategies for show development.
- **Access:** Coordinate the development of documentation as it pertains to Chunky Move productions in Australia and overseas to continue the Chunky Move commitment to access as it's outlined in the Company's *Equity Action Plan*, and *Access and Inclusion Framework* (this document is in its draft stages). Support the Production and Operations Manager and the Artistic Director to propose and develop integrated access components of future works as they are in development.

Production:

- **Technical Support:** Provide technical support during rehearsals and performances, including overseeing lighting, sound, video, and stage management to ensure smooth execution of technical elements.
- **Risk Assessment:** With the Production and Operations Manager and Stage Manager, coordinate and keep up to date detailed production risk assessments and other required occupational health and safety documentation to ensure a safe working environment for all involved.
- **Load-In/Load-Out:** Supervise the loading of equipment and set elements into the venue, ensuring everything is properly unloaded and set up for the performance.
- **Performance Oversight:** With the Production Manager, oversee all performances by the Company, keeping track of notes and fixes from technical rehearsals and performances to ensure consistency and quality throughout the production.
- **On-Site Support During Performances:** Be present during performances to handle any last-minute logistical changes, issues and requests. Ensure that the backstage operations run smoothly, coordinating with team members to resolve any problems.
- **Access implementation:** Implement and monitor any access components of the public program during season including supporting the *Senior Producer* in delivering access offerings as part of Chunky Move works in addition to; delivering the technical elements of all access offerings; and Supporting the Production and Operations Manager to liaise with presenter/venue/other stakeholders to maintain safety and access best practice as a minimum for all audience members, participants and community members.

Post-Production:

- **Documentation:** Oversee the archival of design and performance-related paperwork, ensuring all technical and creative elements are accurately recorded for future reference in the Company's digital archive.
- **Logistics:** Assist the Production and Operations Manager in coordinating with logistics and freight partners for touring productions, ensuring safe transportation of materials, equipment, and costumes. This includes managing detailed documentation, materials schedules for presenters, ATA Carnet applications, check-off lists for tour arrivals and departures, and technical and resource planning.

Operations & Occupation Health and Safety:

- Take a lead role in coordinating and maintaining the storage of equipment and show materials at both the Company's studios in Southbank and storage facility in Derrimut as its planned by the Production and Operations Manager.
- Roster casual production staff.
- Liaise with the Office and Program Coordinator on the production and staffing requirements of studio hires.
- Coordinate and log with Chunky Move facility landlords any maintenance and upgrade items as they arise, immediately report any breakdowns, failures, or faults of landlord-owned assets that may impact Company activity and log any issues that do not affect Company operations in a timely manner.
- Coordinate trades and contractors.
- Support the Production and Operations Manager in research and planning for funding applications for larger future maintenance projects as could be implemented by Chunky Move or our facilities landlords
- Perform basic maintenance at the Company's studios and production assets where applicable. Plan and implement the Company's annual maintenance program in January each year for the upkeep of Chunky Move facilities and assets.
- Ensure that safety standards are upheld, both in rehearsal spaces, during performances and for all users of Chunky Move facilities. Coordinate with the Production and Operations Manager with developing necessary risk documentation including JSA's, SWMS, Risk Assessments, and permits, ensuring compliance with relevant regulations i.e; **Australian Standards, 2004 Occupational Health and Safety Act (WorkSafe Victoria), 2011 Work Health and Safety Act (Federal) and Industry**. In part, this will include the following responsibilities:
 - 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
 - Updating and tracking all displayed OH&S documentation ensuring currency.
 - Support the Production and Operations Manager in the administration of the Company's incident reporting & follow-up program.
 - Liaison with the Production and Operations Manager in the administration, training, and supervision of casual production staff/crew/contractors

Additional Responsibilities:

- Assist with budgeting of Chunky Move productions, tracking expenses, and ensuring that project expenses are uploaded to Dext or communicated with the Production and Operations Manager. Additionally, support the Production and Operations Manager in managing costs and identifying potential savings where applicable.
- Lead/execute the implementation of the Production and Operations Manager's plan for the delivery of the artistic program. Feedback information and advice as is applicable to support *continuous improvement and development* of Chunky Move productions.
- From time to time, the Production and Operations Coordinator will act as the Company's representative as required and where appropriate.

- From time to time - be involved in technical departmental roles such as sound engineering, lighting programming, stage management, or rigging where suitable, or, where of interest.

How to Apply

If you believe this is the right opportunity for you, please email your application to ash@chunkymove.com.au by 5:30pm Monday 7th of April.

Please include the subject line: CONFIDENTIAL Application Production and Operations Coordinator.

Interviews will be held in person shortly after the application deadline. This process may involve a secondary interview round. 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 tasks/responsibilities. As a guide you may wish to submit:

- A covering letter introducing yourself (one page maximum)
- Response to the key tasks/responsibility (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) at kristy@chunkymove.com.au.