



Thank you for your interest in the position of **Director Technical and Production**.

Aside from the information outlined in the job description other relevant details of the position are:

1. Hours of Work

This position is for an initial three year fixed term contract.

The usual hours of work are 9am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours, including evenings and weekends.

The position is based at The Wharf, Sydney Theatre Company, Pier 4 Hickson Road, Walsh Bay.

2. Salary and Entitlements

- Salary is dependent on skills and experience
- 4 weeks annual leave
- Complimentary tickets to all STC productions

3. Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed competencies and key responsibilities outlined in the job description:

- Extensive experience in a large performing arts organisation leading a technical and production area, including planning, budgeting, strategic and people management
- Strong management skills combined with creative insight and judgement
- The ability to thrive in a high pressure environment with many competing priorities

Please forward your application to recruitment@sydneytheatre.com.au

Closing date for applications is Friday 10 February 2012

Job Description

Position title: Director Technical and Production

Reports to: General Manager

Direct report: Costume Manager, Workshop Manager, Technical Manager, Production Administrator

Job overview

The purpose of the role is to lead and develop the technical and production areas of Sydney Theatre Company, ensuring effective operations, long range problem solving, skills development and training.

Sydney Theatre Company produces work in four venues in Sydney and tours regionally, nationally and internationally. It presented over 1,000 performances in 2010.

The technical and production division of the Company is located at STC's home base, The Wharf at Walsh Bay, along with rehearsal and administrative spaces and two performance venues.

Key Responsibilities:

The role is responsible for the above outcomes through activities which includes:

Financial

Overall accountability for technical and production budgets
Develop and manage budgets with Head of Production and heads of department
Develop long term, strategic capital expenditure investment plans

Operational

Ensure coordination across technical and production departments, and with other areas of the business
Lead continual improvement in practices and procedures
Develop and implement new policies and procedures aimed at improving sustainability performance
Maintain and enhance STC's reputation for producing work of vision and scale

Strategic

As a member of the senior management team, have input into the development of the Company's five year strategic plan and annual operating plans
Advise management of best deployment of available resources
Respond to skills gaps on staff, and to shortages of skills in the labour market, by developing and implementing new partnerships and programs
Liaise with external parties as required to position STC as a leader in the theatre space and to share best practice knowledge with like organisations
Collaborate with Corporate Partnerships and Philanthropic teams to leverage new resources for the technical and production area
Collaborate with others across the organisation to respond to new opportunities for the Company, art form and arts sector

People

Overall accountability for the performance, well being, training and development of technical and production staff
Advise the artistic directors and general manager on optimum HR structures, policies and procedures
Ensure organisational HR policies are carried out effectively, including internal communications policy and performance appraisals
Take a leading role in industrial relations in partnership with General Manager and HR Manager
Maintain strong and broad industry networks in Australia and overseas

Occupational Health & Safety

For the purposes of the Occupational Health and Safety Act and Regulations the Director Technical and Production must ensure that she/he:

- takes reasonable care of the health and safety of themselves and others;
- works in a safe manner and follows procedures introduced for their protection;
- participates in any training or education necessary to enable him to work safely including familiarisation with the STC's OH&S Policy;
- reports any unsafe work practices or conditions to his supervisors;
- cooperates with Sydney Theatre Company in their efforts to comply with occupational health and safety requirements.

Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, the Director Technical and Production must ensure that she/he:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

Other information

<i>Key relationships</i>	<i>Capabilities and competencies</i>
<ul style="list-style-type: none">○ General Manager○ Artistic Directors○ Head of Production○ production and technical heads of department○ HR Manager	<ul style="list-style-type: none">• Extensive experience in a large performing arts organisation leading a technical and production area, including planning, budgeting, strategic and people management• Strong management skills combined with creative insight and judgement• The ability to thrive in a high pressure environment with many competing priorities

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.