

THIS IS NOT ART

Thursday 30th September- Monday 4th October 2010

Productions Manager: Position Description

Background

The This Is Not Art festival program incorporates a number of events that have a wide variety of technical needs, ranging from presentations and discussion panels, to performances, screenings and gigs. This Is Not Art requires a Production Manager with experience and the confidence in their ability to manage and organise all technical and production needs of the program, whilst ensuring the smooth running of the festival as a whole.

This position requires an understanding of the festival's unique nature and its audience, and well-developed skills of time and resource management. The Production Manager is responsible for managing the running of the technical aspects of This Is Not Art, assisting in planning in the lead-up to the festival, bump in and out of festival venues, and managing the technical program throughout the duration of the festival.

In 2009, the Production Manager coordinated technical logistics of 400 artists, 200 events, and 20 venues over a five-day festival. This role offers a significant opportunity for skills development in a highly competitive industry.

Duties

- Review programming in collaboration with the TINA Coordinator and the This Is Not Art organising committee (TINAorg) in the lead up to the festival to plan for technical requirements and make suggestions regarding streamlining, cost efficiency and effectiveness of equipment overall.
- Assist in the sourcing of technical equipment for the festival.
- Create and control Technical Spec. Master List for TINA and regularly collaborate with TINA Coordinator and TINAorg to highlight and overcome any shortfalls.
- Appoint and manage a Technical Team including paid staff plus volunteers of varying levels of experience. This includes rostering, day-to-day practicalities, ongoing delegation and briefings.
- Work with the TINA FC to develop and manage the production budget
- Manage technical riders in collaboration with the Concert and Gigs Coordinator.
- Troubleshoot and come up with alternatives for any technical issues as they arise.
- Manage bump in and bump out of festival venues in a safe, efficient and effective way.
- Ongoing communication and briefings with the TINA Coordinator and TINAorg both before, during and after in relation to the technical running of the festival.

General criteria for all 'This Is Not Art' positions

- Self-motivation
- Appreciation and understanding of the culture of This Is Not Art
- Ability to work as part of a team
- Ability to work within a limited budget and negotiate best options with limited resources
- Demonstrated ability to plan and achieve tasks within a set timeline
- Ability to delegate tasks
- Ability to work under pressure
- Ability to manage and account for finances and budget
- Ability to work with volunteers
- Ability to liaise with external stake holders

- Ability to seek funding and sponsorship

Timeline

Contract from June – October 30th 2010: Festival runs 30 September – 04 October 2010.

This position will be expected to work a minimum of 4 – 6 hours per week in the lead up to the festival. In the week prior, and during the festival this position will be full time. There will also be a further 12 hours of work post festival for debriefing and reporting.

Meeting Attendance/Liaison

The Productions Manager will be required to maintain regular contact with the Festival Coordinator and This Is Not Art working group (TINA-org), who meet monthly in Newcastle. There will be a number of these meetings that the Productions Manager will be expected to attend.

Work Allocation

The Productions Manager is able to work from their own office space.

When / if based in Newcastle, an office space can be made available at the Octapod.

Contract Fee

The contractor fee payable to the 2010 Productions Manager for all works associated with this contract is \$1,600. This position should primarily be seen as opportunity to further develop your skills, take the lead, and gain valuable hands on experience in this extremely competitive industry. You will be contracted through the Octapod Association ABN: 78 817 017 065 .

Benefits

- A basic stipend is available to cover costs during the Festival, in addition to the contractor fee
- Experience working with an internationally recognised festival
- Opportunities to extend networks and to build new connections for future projects

Related Background Information Weblinks:

<http://octapod.org/>

<http://thisisnotart.org/>

<http://electrofringe.net/>

<http://soundsummit09.musicnsw.com/>

<http://youngwritersfestival.org/>

<http://criticalanimals.org/>

<http://cracktheatrefestival.com/>

How to apply

Email admin@thisisnotart.org with the position title and your name in the header.

Send:

- Up-to-date CV detailing your production management experience
- Cover letter outlining how you fit the bill and why you want the gig.

Or send hard copies to: Simone Sheridan : This Is Not Art: 3/231 King Street: Newcastle, NSW, 2300

Applications Close: 5pm Monday 24th May 2010

The Productions Manager will be selected by the organising group for This Is Not Art.

OFFICE: 3 / 231 KING STREET, NEWCASTLE, 2300

PHONE: (02) 4927 0675

FAX: (02) 4927 0470

ADMIN@THISISNOTART.ORG