



JOB SPECIFICATION

POSITION: Senior Production Manager – City Lights
Illuminate Adelaide

ENGAGEMENT: Full Time

REPORTS TO: Co-Founders and Creative Directors

COMMENCEMENT: Nov/Dec

ILLUMINATE ADELAIDE is a celebration of innovation, art and technology, shining a light on Adelaide each July as South Australia's latest major winter event.

For two weeks and three weekends every year, Illuminate Adelaide's massive free program City Lights will take over Adelaide's city streets, laneways and buildings in a celebration of art, technology, music, performance and ideas.

Serving as a unifying platform for existing winter events and activations, Illuminate Adelaide encourages city-wide exploration of all that Adelaide has to offer, driving and expanding visitation and embedding creativity and technology onto Adelaide's streets in the cooler winter months.

The event is presented by Illuminate Adelaide Foundation Ltd, under the curation and leadership of its Co-Founders and Creative Directors **Rachael Azzopardi** and **Lee Cumberlidge**. Illuminate Adelaide Foundation partners with SA-based company Arts Projects Australia for the management and presentation of the event.

JOB SUMMARY

The Senior Production Manager – City Lights role provides leadership and management of the technical production and operations of the event’s massive free program City Lights to a high standard, ensuring an integrated culture of excellence, safety, efficiency and cost effectiveness.

This position oversees the production planning and implementation of all events, installations, exhibitions and concerts presented by the Illuminate Adelaide Foundation, or otherwise directed by the Creative Directors.

KEY WORKING RELATIONSHIPS

The position reports to the Creative Directors of the Illuminate Adelaide Foundation and is a member of Illuminate Adelaide’s leadership team.

Supervises

- Precinct Project Managers
- Technical Coordinators
- Production Coordinators

Approx. 50 x Casual Production Staff
Secondments/Work Placement Students
Event Contractors

The Senior Production Manager maintains excellent relationships with key Illuminate Adelaide stakeholders including directors, staff, audiences, program and precinct partners, local, national and international arts companies, and production suppliers.

Key working relationships include:

- Directors, and leadership team
- All Illuminate Adelaide employees, in particular technical, production and operations staff
- Adelaide City Council, Adelaide Botanic Gardens
- Touring artists and companies and their staff
- Catering contractors
- Risk and WHS Consultants
- DPTI, SAPOL, DPC, Safework SA, SA Health and other Government Departments as appropriate
- Production, technical and site suppliers as required

KEY DUTIES AND RESPONSIBILITIES

- Support the Creative Directors in the development and staging of the artistic program for City Lights including providing recommendations to help shape the event.
- To provide detailed expert advice to the Creative Directors and programming team in respect to events, venues, logistics and delivery costs as potential event programs are developed.
- To establish the necessary production management resources required to present the agreed City Lights program.
- Allocation and management of all production resources.
- Liaise with venues, arts industry, community and council stakeholders regarding production & operations of the event.
- To undertake negotiations regarding technical requirements with performing and visual arts companies and freight agents as required regarding all aspects of the transport of touring equipment.
- Create, coordinate, and manage production schedules as required for the event period, including installations, artistic companies, suppliers, and production staff schedules.
- Manage the development of production related contracts under the direction of the Directors as required.
- To manage Production & Operations departmental and expenditure budgets and targets, and authorise expenditure against approved budgets within delegations. Ensure that all financial and administrative elements are managed within agreed Illuminate Adelaide policies and procedures and comply with delegations and purchasing policies.
- Manage the day-to-day business of the production department including but not limited to recruitment, employment and performance management of production staff.
- Supervise and manage department staff, contractors and where appropriate volunteers and seconded students; adhering to recruitment, induction and performance management procedures of Illuminate Adelaide. Undertake yearly reviews of all ongoing departmental staff.
- Create and manage all relevant elements of risk management planning for City Lights, including coordination of the establishment of the events Risk Assessment, Emergency Response and Event Management Plan undertaking the delegated authority & responsibility for the safe, effective and efficient production and logistics management of the event.

- In conjunction with the Operations Manager, oversee the documentation creation for Traffic, Transport and Pedestrian Management; Event Risk, Security, Emergency and Crowd Management; Event Medical and Water Safety and, Site Operations, Infrastructure and Logistics plans.
- Identify legislation (relevant to the technical requirements of the Illuminate Adelaide) and comply with legislation, obtaining necessary approvals as required.
- Maintain processes and procedures as appropriate to ensure smooth delivery of all elements of the program.
- To work closely with senior staff members across Illuminate Adelaide to find ways to identify and maximise cohesive opportunities for the event as a whole.
- To ensure clear internal communication strategies are in place and delivered regarding program and project delivery.
- Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports the Illuminate Adelaide culture as a learning organisation.
- Be familiar with and adhere to all Illuminate Adelaide policies and procedures including WHS requirements.
- Participate as a member of the broader Illuminate Adelaide executive team and provide leadership to the staff as a whole with regards to broader organisational needs and priorities.
- To keep abreast of current industry trends at both a national and international level, and to ensure Illuminate Adelaide's standing and relevance locally, nationally and internationally.
- Attend staff meetings and management meetings.
- Responsible for scoping, project management and delivery of all technical and production elements required for the preparation, installation, operation and removal of the event program; this includes ongoing liaison with artists, content houses, suppliers and contractors.
- Oversee the preparation of all necessary Production & Operations schedules, reports, maps, site plans, event safety plans, risk assessments, safe work method statements, public area checklists and incidents reports, manuals and any other event related documentation as required for the event program.
- Identify and determine event equipment and technical infrastructure required for the event; collaborate on the creative, production and technical procurement and contract management for event program.

- Ensure documentation is prepared for the timely integration into overarching Traffic, Transport and Pedestrian Management; Event Security, Emergency and Crowd Management; Event Medical and Water Safety and, Site Operations, Infrastructure and Logistics plans with third-party contractors.
- Ensure all production and operational activities are coordinated and completed in accordance with planning deadlines and production schedules.
- Oversee and manage the safe and compliant on-site installation, operational activity and removal of site infrastructure and creative overlay in accordance with the site plan, bump-in/out schedule, and administrative parameters.
- Coordinate and supervise event staff, contractor, supplier, and vendor activity according to schedule and site safety arrangements.
- Contribute to the effective development, documentation, planning and delivery of program activity, and accuracy of communications and notifications to stakeholders regarding the event.
- Lead the preparation, procurement and contracting of Event Labour, Site Operations, Infrastructure and Logistics goods and services; oversee and manage the nominated service provider(s) in the development, implementation and delivery of plans and services during the Event period.
- Oversee the planning, procurement and management of operational event signage plans and infrastructure in consultation with the Head of Marketing and Communications.
- Oversee the creation of all venue or landowner consent documentation, development applications, compliance approvals, licences and permits into necessary Operational Plans.
- Liaise and consult with government agencies, landowners and consent authorities, ensuring all relevant and necessary landowner consent, development applications, compliance approvals, licences and permits are prepared, submitted and approved prior to the Event.
- Oversee the tactical delivery of all event operations onsite at the Event precincts or from the Operations Centre for the duration of the Event, overseeing compliance with all Work Health and Safety (WHS) regulations.
- Conduct onsite inspections and meetings with contractors, suppliers and relevant stakeholders to oversee quality control and ensure event operations are delivered in a safe and effective manner.
- Oversee the preparation, management and implementation of comprehensive Event Operations documentation for City Lights including but not limited to:
 - Master schedule
 - Event operations plans and manuals, schedules, databases and rosters

- Site operational procedures and management structures
 - Master Site plans and technical drawings
 - Infrastructure and Equipment plans
 - Event signage, branding and printed collateral
 - Vendor and busking management plans and;
 - Accreditation
- Attendance to onsite venues and precincts as required throughout the bump in, event period and bump out ensuring the effective management and oversight of the appointed creative and production contractors as well as the Event Labour, Site Operations, Infrastructure and Logistics contractors. This includes working on site with contractors to oversee the successful delivery of contracted goods and services within set budgets and timeframes.
- Prepare debrief reports if required at the conclusion of the event including future recommendations.

KEY COMPETENCIES

- Excellent written and verbal communications.
- Strong leadership knowledge, ability and experience.
- Demonstrated accuracy and attention to detail.
- Ability to create, meet and maintain deadlines.
- Demonstrated ability to provide a consistently high level of customer service.
- Demonstrated ability to work within budgetary constraints and guidelines.
- Knowledge and understanding of the arts and entertainment industry - local and national.
- Analytical, conceptual and problem-solving skills, particularly as they relate to the logistical delivery of shows and events, process and policy development.
- Excellent negotiation skills.
- Demonstrated understanding of the principles of risk management including leading, delegating, strategic planning, organising, controlling, group dynamics, negotiations, and human resource management.
- Excellent office administration and computer literacy skills, including demonstrated experience in event scheduling packages (in particular Lotus Notes) and Microsoft Office with a specific emphasis on Word and Excel .
- Experience in recruitment, training, induction and supervision of staff.

- A demonstrated commitment to Government WHS policy and providing a safe working environment.
- Previous experience within the arts industry in a similar role, managing staff and teams within the production department.
- Successfully completed tertiary education, focused on production/technical/ arts management.

Special Conditions:	<ul style="list-style-type: none"> • Considerable Hours outside core business operating time will be required. • 24 hour on call responsibility for during Event period. • Regular attendance at performances & events.
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LEADERSHIP, PEOPLE & CULTURE

- Be an active member of the senior leadership team and assist the team with the implementation of plans and objectives in line with the Event's overall vision and artistic goals.
- Participate in Illuminate Adelaide's Strategic Management plans and contribute to strategic leadership and organisational planning across the Event.
- Participate in performance evaluations of departmental staff; review achievement of KPIs post Event and prepare reports for the Creative Directors.
- Participate in continuous improvement activities by conducting regular assessments of processes and incorporating learning into development plans.
- Implement initiatives that maintain a leadership position on broad arts and creative Industries access and inclusion.
- Adhere to and comply with Illuminate Adelaide policies and procedures including WHS requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Proven experience in delivering an annual artistic program, informing a multi-year programming strategy and ability to maintain an overview of multiple productions and projects over several years of planning.
- Leadership skills and collaborative working style that inspires trust, respect, loyalty and cooperation of others.
- Excellent communication skills and proven ability to master systems, processes and procedures designed to deliver major events.

- Outstanding negotiating skills.
- Experience in the formulation and execution of contracts.
- Proficiency in budget modelling.
- Proven track record in responsible budget management.
- Understanding of arts marketing and media requirements.
- Team player.
- Capacity for creative thinking.
- Adaptable and flexible: an ability to think on one's feet.
- Empathy with artists and the artistic processes.
- Comfortable hosting artists and stakeholders across a range of hospitality requirements.