



ARTSPACE

43-51 Cowper Wharf Road
Woolloomooloo NSW 2011
Sydney Australia

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www.artspace.org.au

POSITION DESCRIPTION | PRODUCTION MANAGER

POSITION TITLE: Production Manager

HOURS: Monday to Friday 10am to 6pm, additional hours may be required for events such as openings, previews and public programs

TERMS OF EMPLOYMENT: Permanent full-time, subject to a six-month probationary review

SALARY: \$60,000 per annum plus 9.5% superannuation

Penalty rates for Sundays and public holidays

ARTSPACE VISION

Ever changing, ever challenging, Artspace is a place where audiences meet the artists and the ideas of our times.

ABOUT ARTSPACE

Artspace is one of the leading institutions for the production and presentation of contemporary art in the Asia-Pacific. Artspace's mission is to enhance our culture through a deeper engagement with contemporary art. Embracing risk, experimentation, criticality and collaboration, Artspace's multi-platform program facilitates new commissions, exhibitions, performances, artist residencies, public programs, publishing and advocacy. Underpinned by a commitment to reflecting and advancing social and cultural diversity, Artspace catalyses new artistic visions and enables artists of all generations to test ideas and shape public conversations.

PRIMARY PURPOSE OF THE ROLE

The Production Manager plays a key role in supporting Artspace's vision through its artistic program, operations, and building management. Under the direction of the Artspace executive, the Production Manager is expected to work collaboratively with a multidisciplinary team that includes all Artspace staff as well as external consultants, contractors and casual employees.

To support Artspace's program, the Production Manager will coordinate and oversee the production, fabrication, construction and installation phases of exhibitions and associated activities and events. The Production Manager is responsible for planning, procuring and maintaining equipment according to project plans and budgets, as well as coordinating relevant consultants, contractors, and casual staff.

The Production Manager is also responsible for supporting Artspace's operations and building management. They will coordinate and directly contribute to activities necessary to manage and maintain the Gunnery building, as well as its ongoing development as a successful and vibrant contemporary art space.

The Production Manager is expected to have high level production capabilities; a thorough understanding and appreciation of gallery practices; the ability to multitask and contribute to several projects simultaneously with competing deadlines; high level communication skills; strong project management skills; an understanding of industry standards such as Workplace Health and Safety (WHS) guidelines in relation to building regulations and production environments; the ability to self-direct and work collaboratively; and flexibility with evolving priorities and opportunities.

KEY ACCOUNTABILITIES

- [1] Work closely with the executive to provide achievable, accessible, creative and technical solutions across Artspace's artistic program, operations and building.
- [2] Support the development and implementation of systems, procedures and management plans that facilitate Artspace's artistic and strategic planning objectives.
- [3] Coordinate systems and practices so that AV technology use and maintenance, freight logistics, artwork registration and condition reporting are implemented professionally, consistently and in a timely manner.
- [4] Oversee contractors and casual employees to facilitate Artspace's artistic program, operations and building maintenance.
- [5] Identify opportunities and implement improved working practices that reflect best practice in relation to Artspace's strategic objectives.
- [6] Maintain building facilities, digital infrastructure, equipment and resources, service agreements and contribute to system initiatives and upgrades.
- [7] Actively contribute to supportive and collaborative relationships with team members, artists, contractors, peer institution staff and other key external stakeholders.
- [8] Ensure that Artspace procedures comply with all legal obligations for WH&S to safeguard the health and safety of employees and visitors.

ESSENTIAL CRITERIA

1. A tertiary degree in a relevant field and/or equivalent experience in the cultural environment.
2. Experience in planning, scheduling, resourcing and delivering projects, including exhibition design and installation as well as managing contractors and casual employees.
3. Experience in supporting business operations and building management.
4. Strong communication skills and an ability to build and maintain professional relationships with diverse stakeholders.
5. Demonstrated ability to think laterally to develop and implement creative solutions across different platforms to support the artistic program and operations.
6. Demonstrated ability to apply practices and principles of WH&S and Workplace Diversity, and operate in a collaborative work environment.

Artspace is committed to equity and inclusion and welcomes applications from Aboriginal and/or Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people of all abilities, and people from LGBTIQ+ communities.

APPLICATION REQUIREMENTS

Please email applications to Michelle Newton, Deputy Director, Artspace, at jobs@artspace.org.au and include the following:

- Current resume, including three referee contacts
- 1-2 [A4] pages total addressing each of the essential criteria

If you would like to discuss this position further or if you would like more information, please contact Michelle Newton on 02 9356 0555 or jobs@artspace.org.au

**Applications close 11:59pm, Thursday 8 October 2020.
Please note that late applications will not be accepted.**

