

Production Manager 2018 Contract Listing

The Dunedin Fringe Arts Trust is seeking an independent contractor to perform Production Management services for the 2019 Dunedin Fringe Festival. The contractor will be responsible for a variety of tasks including overseeing the production of Fringe events, scheduling, personnel, technology and venues. The contract is for a period of 20 weeks, with part time services delivered in 2018 and full time services required in 2019 leading up to, during and after the Festival (21 – 31 March 2019).

Contract Dates: **Monday 19 November 2018 (negotiable) – Friday 7 April 2019**
 Fringe Office closed 22 Dec – 13 Jan

Contract Hours: **15-20 hours per week 19 Nov- 21 Dec**
 40 hours per week 14 Jan – 7 April

Reports to: Festival Director

Manages: Volunteers and various Contractors including Technicians.

Key Responsibilities

- Source quotes and liaise with suppliers for Festival events and venues
- Oversee set up and management of Fringe run venues, including lighting, staging, sound and other equipment
- Create a schedule of pack-in, pack-out and rehearsal times for all Festival-run events and venues
- Recruit and manage suitably qualified and competent venue coordinators and technicians for Festival-run venues
- Ensure volunteers are trained and able to carry out their duties effectively
- Make compliance applications for events as needed, such as road closure, building consent, parking permits or other licenses within necessary timeframe
- Coordinate production meetings in the lead up to and during the Festival with staff, volunteers and suppliers
- Create production schedules for each Festival-run event and work with the Director, production assistants and volunteers to implement them
- Oversee the development and implementation of safety planning for all Festival-run events and Festival-run venues
- Provide advice to artists on other venues and issues they need to consider such as safety, front of house operations, ticketing, etc.

Qualifications

- Must be able to work legally in New Zealand
- Full driver's licence
- A good working knowledge of event and/or performance production and management
- An understanding of basic audio and lighting setup
- Ability to keep to a budget
- Strong time management and scheduling skills
- An ability to work in a team and do whatever is required to get the job done!

If you're interested in this position - please contact us for a full job description. Email: info@dunedinfringe.org.nz or call the Fringe office on (03) 477 3350.

Applications close Wednesday 31 October 2018 at 5pm.