

## **SCHEDULE**

CONTRACT – Production Manager  
Dunedin Fringe Festival 2023

### **Summary:**

To oversee and manage production requirements for the Dunedin Fringe Festival, 16-26 March 2023. The position is responsible for a variety of tasks including overseeing all elements and production of Festival events.

**Reports to:** Festival Director

### **Manages:**

- Te Whare o Rukutia Technician
- Te Whare o Rukutia Duty Manager

### **Functional Relationships**

- Publicity and Marketing Manager
- Administrator
- Volunteer Coordinator
- Programme Development Manager
- Creative Producer
- Other Interns

### **External Relationships**

- Suppliers
- Festival Artists
- Audience

### **TASKS:**

#### **1. Suppliers**

- Source quotes from suppliers for Festival venues and events as required and ensure the Festival Director approves spending prior to any commitments being made.
- Liaise and meet with suppliers including providing them with signed contracts or quotes of what the Festival requires prior to engagement.

#### **2. Venues**

- Oversee the production and effective management of Festival-run events and venues.
- Update written information on file for each Festival-run venue, its equipment, layout, and generic lighting rig, and provide to programmed artists as needed.
- Create a schedule of pack-in, pack-out and rehearsal times for all Festival-run venues and provide to programmed artists. The Festival Director must approve this before sending.

- Oversee the set up of Festival-run venues according to the agreed production schedule, including coordinating suppliers and staff as needed.
- Oversee the installation of lighting, staging, sound and other equipment in Festival-run venues within Festival budget constraints and as agreed with the Festival Director.
- Ensure all artists using a Festival-run venue sign a venue hire contract prior to use and that they understand the terms and conditions.
- Oversee the pack-out of Festival-run venues ensuring they are left in a clean and useable condition and any borrowed equipment is returned to its owner.
- Liaise with venue owners/managers to ensure good communication, smooth venue operation and venue hire conditions are met.
- Provide advice to artists on other venues and issues they need to consider such as safety, front of house operations, ticketing, etc.

### **3. Events**

- Oversee production requirements of Festival produced events including the Programme Release, Opening Night event(s), Late Night Line Up, Awards Night, Black Box and any other Festival-produced events.
- Create production schedules for each Festival-run event and work with the Director, interns, assistants and volunteers to implement them.
- Book and arrange venues and equipment for Festival-run events.
- Make compliance applications for events as needed, such as road closure, building consent, parking permits or other licenses within necessary timeframe.

### **4. Staff & Volunteers**

- Recruit and manage suitably qualified and competent venue coordinators and technicians for Festival-run venues as and when required.
- Assist the Volunteer Coordinator with the recruitment, induction, and management of volunteers including roles such as box office, ushers, and event assistants.
- Oversee training for volunteers in production roles and ensure they have the skills required to carry out their agreed tasks effectively.
- Coordinate production meetings in the lead up to and during the Festival with staff, volunteers and suppliers.
- Work closely with the Director on all Festival run events and venues including ensuring that he is aware of any developments that impact on the Festival budget and public relations.

### **5 Safety**

- Oversee the development and implementation of safety planning for all Festival-run events and Festival-run venues.
- Ensure production persons, volunteers, artists and other contractors are aware of safety procedures prior to use of venue or start of events.
- Organise the purchase or collection of safety equipment and ensure it is available at Festival-run venues and events during the Festival.

**6. Other**

- Collect supplies, install and operate equipment as needed.
- Coordinate the safe use of any Festival vehicle and ensure it is only used by approved personnel.
- Oversee the use of equipment owned, lent or borrowed and ensure it is used by appropriate staff.
- Deal politely and professionally with artists, volunteers, suppliers and members of the public.
- Provide the Administrator with any invoices or receipts provided by a supplier as soon as received.
- Attend staff production meetings as required.
- Provide a written report following the Festival using the template provided by the Festival Director.
- Update the Production Manual as needed.