



Festival Production Manager Position Description

Title:	Festival Production Manager
Employment Conditions:	Permanent Part-time position. Variable hours equating to 3 days per week year around
Remuneration:	\$39hr part time + super
Contract Term:	1 st October 2022 ongoing
Location:	Festival of Voices Office – 77 Salamanca Place, Battery Point

Organizational Relationships

Reports to: Executive Producer & Festival Director

Key relationships: Executive Producer, Festival Director, all Producers, Travel, Logistics and COVID Safety Officer

Secondary: Partnerships & Marketing Manager, Office & Ticketing Manager, Festival Event team, suppliers, contractors, stakeholders & audiences.

Festival of Voices – About us

The Festival of Voices mission is to celebrate community and encourage people to sing. This was the premise behind the first Festival of Voices in 2005. It remains the same today.

Festival of Voices is Tasmania's original marquee winter event. It has become known as Australia's premiere celebration of the voice, and one of the most important choral festivals in our region, combining contemporary and participatory programming, and singing workshops. In a 'normal' year the festival attracts an audience of around 30,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The 'Godfather of modern a cappella' Deke Sharon (USA), describes Festival of Voices as 'pretty much the perfect vocal festival...and wishes that such a festival existed in every city and town every year.'

Prolific Australian songwriter, composer and multi-instrumentalists, Paul Jarman, describes Festival of Voices as 'mighty' and 'one of the great voice festivals in the world'.

Renowned German-based composer and conductor Gordon Hamilton, regards festival of Voices as 'a national treasure'.

Flexibility

This is a permanent part-time position with a degree of flexibility and self-discipline. Total hours equate to 3 days per week, amortised over 12 months. Hours vary year-round e.g. less hours are required between September and January, more hours leading up to the festival in Feb/March, whilst April to July are full time.

Role Description

The purpose and prime function of the position is to manage all aspects of festival operations, technical support and event delivery.

Key responsibilities:

Role and responsibilities will include but not limited to:

OPERATIONAL:

- To seek out, make recommendations and liaise with venues that are most appropriate for the artist and audience experience
- To provide accurate information where appropriate for insurance, risk management and budgeting and work within approved budgets to deliver programming
- To maximise cost efficiencies and artistic synergies by working collaboratively with other companies, festivals and organisations
- To work with the Festival Director to implement the Festival strategy, which is approved by the Board and guides all aspect of the Festival
- To work with the Executive Producer to develop and monitor operational budgets on events and activities
- To successfully manage aspects of production and logistics of the Festival within approved budgets
- To recruit and oversee contractors engaged in the lead up to the festival working closely with the Executive Producer
- To research all technical requirements and resources required for each event and develop an operational plan to deliver each event within budget
- To ensure positive regular communication with all suppliers, and that venues and all required resources are confirmed as required (within approved budget)
- To liaise between artists and suppliers in regard to delivering the highest quality technical production for the Festival
- To liaise with relevant partners, sponsors and stakeholders as and when required
- To help recruit and work with production assistants to oversee contractors and suppliers, coordinate all technical aspects, ensure compliance, insurances, permits, licenses, occupational health and safety and risk management plans are relevant, current and in place
- To manage aspects of venue management and work with venue managers as required
- To create and maintain all records, reports and documentation in regard to all venues, contacts, artists, agencies, suppliers and operational processes for the Festival
- To undertake other tasks and responsibilities as reasonably agreed upon with the Director and Executive Producer

COMMUNICATION & STAKE HOLDER MANAGEMENT

- To provide operational support to all other Festival departments including marketing, publicity and administration
- To regularly meet with and contribute to the Executive Management Team offering input into overall strategy, vision, budget, reporting, forecasting and Festival delivery
- To be available for and in attendance at major public FOV events including launches, openings, VIP events, partner events or award ceremonies, as reasonably requested by the Director.
- To work collaboratively with all members of the team and to ensure open and clear communication channels are maintained for sharing information across all departments
- Within the Programming and Operations department, to develop, implement and monitor systems of information sharing, verbal, written and electronic and the accurate storing, filing and archiving of such
- To develop and maintain effective relationships with artists, promoters, companies, other arts festivals and organisations, suppliers, contractors, staff, and other relevant external agencies as relevant to the Event.
- To participate in staff and departmental meetings as required.

GENERAL

- To undertake other tasks and responsibilities as reasonably agreed upon with the Executive Producer

WHS, Equal Opportunity, Discrimination and Harassment

The Festival of Voices team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees and contractors are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal and professional development and training and the elimination of workplace harassment and discrimination.

The festival proudly holds current Rainbow Tasmania Accreditation and does not tolerate any form of harassment or discrimination. All staff members are required to comply with company policies and procedures and continue the positive, inclusive working culture that has been achieved.

Employment Conditions - Subject to employee contract.

APPLICATIONS

Please email applications to the attention Nadine Rowell, Executive Producer at nadine@festivalofvoices.com with 'Festival Production Manager + *your name*' in the subject line.

Please include:

- A cover letter that tells us why you would be great in this role.
- Your resume
- Two professional reference contacts – name, position, email and mobile contact details to be included

Closing date for applications is 15th December 2022