



Production Manager, Lutruwita Art Orchestra

Working conditions: Initially project-based casual, moving to permanent part-time subject to funding.

Salary: \$45 p/hr plus 11% superannuation (casual rate)

Reports to: Executive Producer/CEO

Location: LAO Office, Kickstart Arts, New Town

Commencement: ASAP

The Lutruwita Art Orchestra (LAO) is looking for an exceptional, energetic and experienced Production Manager to work as an integral part of our small team.

LAO is a semi-professional ensemble of 17 musicians, diverse in culture, gender and ability. It is a platform for musicians and other art-form creatives to collaborate and create a uniquely Tasmanian sonic culture through improvisation and radical fusion. LAO is currently funded by Arts Tasmania and Creative Australia.

The Position

We are seeking someone with experience in technical operations and production, in music and other allied artforms. Working closely with our Executive Producer and Artistic Director, the position will be responsible for coordinating the production, touring and operational activities of LAO to meet our artistic and strategic objectives. We are looking for an organised and driven person who is also a very good communicator.

This new role is a unique opportunity to join a vibrant music organisation in our early days to start working project-based and, subject to further funding, contribute to our growth as an integral, permanent member of our small and dedicated team. Therefore, the duties listed below will initially be targeted to specific project requirements.

Work at the LAO office within and outside of normal office hours (including occasional evenings and weekends for performances and events) is expected in this role. Likewise we are open to providing the successful candidate with flexibility. An initial six-month probationary period will be in place after which time the position description may be refined as relevant and, subject to funding, the position's hours increased in 2025.

We work at our Kickstart Arts (New Town) office mainly on Monday, Tuesday and Friday.

Duties and Responsibilities

Production & Operations

1. Working closely with the Artistic Director and technical team, coordinate production requirements for the LAO artistic program including amplification and multimedia requirements including resourcing or hire of audio-visual and effects equipment.
2. Produce comprehensive project technical specifications for presenting partners including festivals.
3. Oversee set up of venues for LAO activities including for rehearsals, performances, recordings and other activities.

4. Coordinate on-site production needs at performances, including stage management and assist with technical installation/demount.
5. Arrange for hire and purchase of production equipment as required.
6. May drive, carry and load instruments, instrument cases and other equipment as required.
7. Manage Work Health & Safety requirements at performance, workshop and rehearsal sites.
8. Develop and implement Risk Management plans in consultation with Executive Producer/CEO and Artistic Director.
9. Evaluate outcomes and processes post-production and implement improvements as necessary.

Touring

1. Assist the Executive Producer/CEO in the planning of tours including the development of tour budgets.
2. Coordinate travel for tours including:
 - Prepare touring itineraries and booking venues;
 - Make flight bookings and coordinate ground transport arrangements in touring locations;
 - Make accommodation arrangements for the touring party on LAO tours and regional and/or interstate projects;
 - Prepare and administer per diem allowances for musicians as required by the touring schedule.

Professional Accountabilities

1. Manage your own role and responsibilities in a varied and flexible work environment.
2. Facilitate a positive work environment and culture for the company and advocate for the ensemble publicly.
3. Pursue new skills and knowledge for personal and organisational development.
4. Contribute to the development of the organisation through involvement in planning and review processes, staff meetings and other activities as required.
5. Ensure compliance with organisational policies and procedures are met.
6. Participate in and attend relevant meetings, performances and other events as required.
7. Participate in staff development and training activities as required.

Selection Criteria

1. Experience and qualifications in the music industry specifically, the performing arts generally and in the operational, production and technical aspects of presenting music and multi-media programs, and touring.
2. Specific knowledge of lutruwita/Tasmania and more general national performing arts scenes and venues.

3. High level planning, organisational and problem-solving skills including the ability to prioritise and complete tasks on time and effectively.
4. Excellent and effective communication, negotiation skills with both internal staff and key stakeholders.
5. Must hold a Tasmanian Drivers Licence and have Working with Vulnerable People registration or be eligible to apply for same.

How to Apply

Candidates should submit an application to music@lutruwitaartorchestra.org.au by 5pm, Friday, 10 May 2024. Late applications will not be considered.

Applications must include:

1. your CV (including details of two referees); and
2. a cover letter responding to the selection criteria (no more than 3 pages).

For any queries about the position please contact Frances Butler, Executive Producer/CEO at fbutler@lutruwitaartorchestra.org.au

Diversity & Inclusion

Lutruwita Art Orchestra is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and people in the LGBTQIA+ community.

Lutruwita Art Orchestra is committed to making reasonable adjustments to provide a supportive and barrier-free workplace. If you require any adjustments before or during the selection process, please contact the Exec Producer/CEO at the above email.