

# SYDNEY DANCE COMPANY

**JOB TITLE:** Production Manager  
Contract: Full-time  
Reporting to: Technical Director  
Date: February 2025

## ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company, a legendary force in contemporary dance, celebrated its 50th anniversary in 2019. Since 1986, the Company has resided in the purpose-built studios at The Wharf in Sydney's Walsh Bay Arts Precinct, on the land and over the saltwater of Gadigal Country.

Dance changes people. It's more than simply witnessing something beautiful or engaging with culture. To experience dance is to be positively altered. In performances at venues ranging from The Joyce Theater in New York to the Shanghai Grand Theatre, the Théâtre National de Chaillot in Paris and at home at the Roslyn Packer Theatre and Sydney Opera House, Sydney Dance Company (SDC) has proved that there are no passive observers in a contemporary dance audience.

The reward of transforming audiences and the raw pride of sharing Australian art with the world have driven our ensemble of 17 dancers, led by Artistic Director Rafael Bonachela, to become one of the world's strongest forces in contemporary dance.

Alongside Bonachela's original works, our programs have featured guest choreographers such as Melanie Lane, William Forsythe, Antony Hamilton, Gabrielle Nankivell, Stephanie Lake, Alexander Ekman, Marina Mascarell and Cheng Tsung Lung, collaborations with Sydney Festival, Australian String Quartet, Australian Chamber Orchestra, Sydney Symphony Orchestra, Sydney Conservatorium of Music's Composing Women, composers Bryce Dessner, Nick Wales and the late Ezio Bosso, visual artists Lauren Brincat and Leah Giblin, and fashion designers Bianca Spender, Akira Isogawa and Romance Was Born.

We are also no longer solely a professional dance company, with a broad community beyond the practice and performance of our Company dancers.

We support a diverse range of other dance makers and creatives through the many branches of our company, expanding the creative practice and opportunities for our artform and its artists. The future faces of Australian contemporary dance work alongside our ensemble, develop their practice, and inspire the next generation through engagement with our pre-professional students. Independent voices are offered curated opportunities to amplify and showcase their work in our home at Walsh Bay Arts Precinct, alongside supported space and time to explore, create, develop and rehearse.

We have extended and broadened our education, outreach, and training activities to become a gateway for people to participate in dance at all levels, all helping to expand the Company's reach. We believe in the universality of dance, and, with over 80,000 attendances annually, we have the largest public dance class program in Australia, ensuring that each and every one of us can connect with the grace, strength and creativity of dance. Our nationwide education program offers multiple opportunities for primary and secondary students through to career-focused study for Pre- Professional Year (PPY) dancers and university graduates.

For more information see [www.sydneydancecompany.com](http://www.sydneydancecompany.com).

## POSITION SUMMARY

Reporting to the Technical Director and working as part of the Production team, this role combines leadership with expert technical hands-on lighting, sound AV, and staging to maintain the smooth running of productions, tours, events and functions, including pre-production periods, rehearsals, and Load-In/Out periods.

The position requires a clear and respectful communicator, and a positive collaborator to help the Company realise its artistic vision. The role requires the capacity to expertly interpret designs and provide advice on materials, construction and buildability of sets and structures, alongside the ability to contend with changes whilst keeping the budgets and timelines on track.

We are looking for someone with a keen eye for detail, the ability to schedule the team's work and coordinate with the creative team to ensure all production elements are prepared for seasons and events. Central to this position is the role of maintenance, safety, construction and upkeep of venue and production assets. Touring nationally and internationally is an essential part of the role.

## KEY ACCOUNTABILITIES

### 1. Production Management

- Organise design meetings with the Creative Team and the relevant Heads of Departments.
- Assist the Technical Director in the creation, and administration of production schedules for all the Company's performance seasons and related activities.
- Disseminate technical design and schedule information to all relevant parties and contractors.
- Work with the Stage Manager and Rehearsal Director, identify critical issues through rehearsals, production meetings, and workshop meetings and disseminate information promptly.
- Produce detailed production risk assessments and other required WHS documentation.
- Supervise the Load-In, so that all elements are on schedule and ready for technical rehearsals with the performers/dancers.
- Oversee all performances by the company.
- Manage all notes from technical rehearsals and performances and allocate appropriate resources and time to address them as required, communicating with the Technical Director as necessary.
- Organise then oversee the Load-Out and freight logistics. Consider the afterlife of a production.
- Oversee maintenance and operation of video, lighting and sound equipment required for rehearsals, events and performances.
- Take a lead role in the creation of archival documentation of designs and performance-related paperwork for all production departments.

### 2. Performance, Tours, Repertoire and New Works

- Attend production meetings, design presentations and other meetings relating to productions, events and other company functions.
- Work closely with designers to provide production solutions for desired staging effects.
- Work in consultation with the Technical Director and Production Coordinator to develop set plans and technical drawings.
- Tour with productions to fulfil a production role, such as sound and/or lighting operation, whilst supporting and supervising the backstage staff.
- Liaise with the Stage Manager in the completion of all pre/post-show checklists and delivery of relevant requirements.

### 3. Production Operations and Budgeting

- As required, assist the Technical Director with any research, costing and feasibility of future productions.
- Manage production workshop budgets and costings, monitoring and reporting expenditure across all areas of the build, Load-In, and run to facilitate cost control of materials and labour for all productions.
- Coordinate all production logistics including transport of scenery to and from national, regional and international venues, including costings, schedules, and reporting any variations to the Technical Director.

### 4. Safety, Maintenance, Venue and Assets

- Communicate and promote Safe Work Practices in all operational areas
- Manage the company's storage spaces and Lilyfield Warehouse to maintain their full potential and facilitating the safe storage and maintenance of sets, props, costumes and equipment.
- Work with other Production Staff to maintain rehearsal studios to an aesthetically and fully operational state.
- Support the Venue Manager to keep premises up to code as required by WH&S regulations and in managing outside contractors regarding the upkeep and maintenance of SDC facilities.
- Work with the Technical Director and Associate Producer (Wharf) to train and support casual venue techs, including fire evacuation training.

### 5. Other

- Effectively represent the Company and department in opportunities such as school matinees and engagement with philanthropic donors.
- Actively participate in staff training, development and planning opportunities.
- Work constructively to develop and maintain a positive workplace culture.
- Identify and work towards system and organisational improvements .
- Alignment with Company values and policies.
- Any other duties that may reasonably be required in line with your position.

## KEY WORKING RELATIONSHIPS

This role reports to the Technical Director and works closely with all members of the Programming, Marketing, Philanthropy, and Artistic Teams, and the Company of Dancers.

## SELECTION CRITERIA

### Skills and Experience

- Demonstrated production management experience in a technical production environment, including experience in live theatre and events.
- Demonstrated an ability to manage and lead a small team of casuals on larger build periods.
- Project management skills, including demonstrated organisational time management and prioritisation skills, and the ability to manage several events simultaneously, meet strict deadlines and forward plan.
- Demonstrated high-level leadership ability in a challenging work environment, including conflict management and negotiation skills.
- Strategic problem solving and analytical skills, including creative/lateral thinking and the ability to interpret non-technical requests into technical specification information.
- Strong understanding of WH&S systems and process and interpreting and drafting risk assessments.
- Sound decision-making and crisis management skills.
- Ability to draft advanced technical drawings in VectorWorks (or equivalent drawing program).
- Advanced skills with Microsoft Word, Excel, QLAB.
- Demonstrated experience developing and managing production budgets.
- Exhibit highly developed interpersonal skills and a strong capacity for teamwork.
- Touring experience, and willingness to continue touring is an essential part of the role.

## TERMS AND CONDITIONS

### Full-time role

- Salary is dependent on skills and experience.
- Six-month probation period.
- Must have a current NSW Working with Children check.
- Four (4) weeks annual leave.
- The usual hours of work are 38 hours/week plus reasonable additional hours (excluding breaks).
- Hours may be rostered up to six (6) days per week in alignment with the rehearsal, performance and touring schedule, including on weekends and evenings.

The position is based at Sydney Dance Company, on the land and over the saltwater of the Gadigal at the Walsh Bay Arts Precinct, Wharf 4/5, 15 Hickson Road, Dawes Point, NSW.

- Sydney Dance Company is an accessible venue.
- Travel outside Sydney will be required in alignment with the Company's touring schedule.

# SYDNEY DANCE COMPANY

## APPLICATION PROCESS

**Please forward your application by email to**

Guy Harding

Technical Director | Sydney Dance Company

[GuyH@SydneyDanceCompany.com](mailto:GuyH@SydneyDanceCompany.com)

Your application should include:

1. Your **Curriculum Vitae** (no more than 3 pages)
  - o Please include the names of 2-3 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (we will not contact your referees without your express permission).
2. A **cover letter** summarising how your experience is applicable to the role as outlined in the Key Accountabilities and Selection Criteria (no more than 1.5 pages).
  - o There is no requirement to individually address each accountability or selection criteria. Selected candidates will be asked to expand on this in the interview process.
3. An indication of your **earliest availability** to commence in the role if you were to be successful.

Applications close **Sunday 2nd March 23:59 AEDT**.

You must have the right to live and work in Australia to apply for this role.

***Sydney Dance Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.***

We are committed to making reasonable adjustments to provide a supportive workplace without barriers. If you require any adjustments before or during the selection process, please contact

Amy Burrows (she/her) Executive Assistant | Sydney Dance Company

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