



POSITION DESCRIPTION

Position	Production Manager
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 4.1
Remuneration	\$88,800 pa, plus 12% superannuation
Terms of engagement	12 months fixed term in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	November 2025
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,

POSITION DESCRIPTION

allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

POSITION DESCRIPTION

RELATIONSHIPS

Reports to	Senior Manager, Technical Operations
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Production and Presenter Services team.
Internal Relationships	Supervising Technicians, Presenter Services, Visitor Experience department, Programming departments, IT, Facilities Team
External Relationships	Visiting companies including professional, community groups and all users of Geelong Arts Centre. Performers and production personnel. External contractors, suppliers and associated third parties (as required). Deakin University staff.

POSITION OVERVIEW

The Production Manager role is part of a team charged with delivering production services to presenters and hirers at Geelong Arts Centre to the highest of standards. This role supports the delivery of an annual portfolio of activities in conjunction with offsite events produced by the Geelong Arts Centre.

Reporting to the Senior Manager, Technical Operations and working closely with the Senior Manager, Presenter Services and Events Account Managers, the incumbent manages the 'back of house production' aspects of a diverse range of events and includes the administrative planning of all production and technical requirements, accurate collection of show specific information, the coordination of technical and stage door staff requirements and seamless delivery of production support.

Representing both Technical Operations and Presenter Services during event mode, this role will ensure that all back of Production Staff have been fully briefed on the event details. Focussed on building excellent stakeholder relationships, this role will be the main point of contact for all venue hirers and visiting companies for production related matters. The Production Manager leads and coordinates the Stage Door team, including day to day communication, supervision, rostering and training and development.

PRIMARY RESPONSIBILITIES

1. People and teams

- Be an active and supportive member of the Production and Presenter Services teams.
- Lead and manage the Stage Door team, including providing day to day communication, supervision, rostering, training and development.
- Supervise the Production Administration Assistant, providing guidance, task delegation, and performance feedback to ensure they provide efficient and effective administration support.

POSITION DESCRIPTION

- Participate in an effective team environment, while always striving to deliver an exceptional collaborative experience to audiences, visitors, presenters, and other stakeholders.
- Maintain good working knowledge of GAC Enterprise Agreement provisions in relation to rostering, obligations, and entitlements and ensure the number of rostered staff is efficient and responsive to the needs of the Centre and its presenters.

2. Supporting presenters and hirers

- Manage the administrative pre-planning on all production and technical requirements across activities ranging from live performance, presentations, and functions.
- With a keen eye on detail and quality, take a lead in production meetings with clients, deliver administration support, develop technical requirements, integrate work through the central booking system (Priava) and other business systems.
- Monitor and update of production budgets, alerting the relevant stakeholders of any significant changes
- Ensure all relevant production and financial information is accurately recorded in the central booking system (Priava) and appropriate account management is maintained for identified stakeholders.
- Provide support to the supervising technician and technical staff on show days as required.
- Assist with the technical staff rosters to ensure adequate staffing in accordance with production schedules.
- Ensure that all production staff have been fully briefed on the event details.
- Work flexibly to ensure smooth hand over to event staff and coordination with presenters and hirers.
- Ensure effective communication and coordination between back of production teams and front of house/visitor experience teams.
- Oversee the inventory management in the central booking system (Priava) ensuring that it is kept up to date, and equipment is accurately assigned to events.

3 Compliance, policy and risk management

- Follow best practice policies, manuals and procedures in relation to presenter services and production operations to streamline workflow, create efficiencies and minimise negative impacts felt across other departments.
- Develop, manage and report on event based OH&S risk assessments, ensuring relevant stakeholders are aware of event specific risk controls.
- Ensure up to date and accurate documents management and record keeping in accordance with the Centre policies and procedures.
- Participate in site inductions, risk assessments and inspections as appropriate.

POSITION DESCRIPTION

- Ensure compliance with all relevant legislation and safety requirements in a live performance environment
- Contribute to timely and accurate event settlement.
- Provide administration support to the Senior Manager, Technical Operations.

4 Other Duties

- Assist to procure goods and services across production, technical and event within Centre procurement guidelines and maintain details within the supplier database.
- Actively suggest improvements to further support success of the business unit goals and objectives.
- Actively seek feedback on each performance and identify development needs to the Senior Manager, Technical Operations.

Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.



POSITION DESCRIPTION

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have:

- 3 – 5 years' experience in production management or stage management role.
- Ability to deliver a high level of customer service with a proactive approach to problem solving.
- Experience with building strong relationships with internal and external stakeholders.
- Knowledge of production related elements such as budgeting, scheduling, lighting, audio, and staging.
- Demonstrated organisational skills with strong emphasis on time management and attention to detail across administrative focused tasks.
- Good level of computer literacy and experience in using database scheduling, spreadsheets, and word processing software packages.
- Previous experience using venue or event management software

Desirable qualifications and experience

- Possess a relevant trade qualification, Diploma or higher at a recognised institution or equivalent extensive experience working within the entertainment industry.

Special requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Current and valid Working with Children's Check (employee)
 - Current Victorian driver's licence (advising any qualifications, conditions or restrictions)

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

POSITION DESCRIPTION

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Consulting and advice	Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.
Planning and organising	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs
Collaboration:	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
Service culture:	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.
Continuous improvement:	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.