



Title	Operations & Production Manager
Location	29 King St Queenscliff Victoria
Reports To	Festival Director
Direct Reports	Site Staff, Production Staff, Contractors
Employment Period	10 month contract (option for annual renewal) Average of 3 days per week (.6 FTE) over duration of contract. Hours to be loaded to peak times (Sept-Dec)
Remuneration	Live Performance Award Rates or above, negotiable based on experience.
Document Date	February 2018

### Position Purpose

The Operations & Production Manager works alongside the QMF team to manage all operations & production elements for the Queenscliff Music Festival.

The Operations & Production Manager provides expertise in the development and implementation of all infrastructure, logistics, and technical requirements associated with the Festival including the management of budgets, schedules and relevant staff, operator's supplier & contractors.

### Organisational Context

The Queenscliff Music Festival is a not-for-profit community based organisation. QMF Inc. annually presents the Queenscliff Music Festival on the last weekend in November, as well as producing smaller events throughout the year.

QMF showcases contemporary live music performances over 3 days in Queenscliff, with 80+ artists, and 12+ venues each year. The next QMF will be held from 23-25 November 2018 and will be the 22<sup>nd</sup> festival.

### Key Relationships

Internal: Festival Director, Festival Board, Administration Staff, Finance Manager, Production Staff, Site Staff, Volunteer Team Leaders, Festival Volunteers.

External: Artists, Borough of Queenscliffe Council Staff, Technical Contractors and Service Providers, Public Safety Services, Venues, Local Community Organisations & Businesses.

### Responsibilities

Operations & Schedules

- Oversee all Production Services including those provided by third party Contractors, and the management of the delivery and operation for all

Festival Production elements (Sound, Lighting, Staging, Video etc. and associated labour).

- On Site Production management for the Festival itself working with production crew, operators & contractors.
- Site & Event Infrastructure and logistic services including the management of the delivery and operation for all Festival Site Infrastructure elements (Venues, Tents, Toilets, Fencing, Lighting, Signage, Site Offices, Stalls, Furniture, Decorations, and associated labour).
- On Site Operations management for the Festival itself, working with site crew, operators & contractors. Includes QMF off-site Campground and off-site Venues.
- Develop and populate Festival Management Plans and provide drafts to local Council within timeframes provided. This includes, emergency management plans, site plans, temporary structures, production and event schedules, technical requirements, communications, waste management and traffic management.
- Be key liaison with local Council and ensure all legislative requirements are met, including planning permits, occupancy permits, POPE permits, food service permits, liquor licences, low laws permits & exemptions, road closures etc.
- Be key liaison with venues during planning and throughout Festival weekend on all logistical aspects in relation to the venue and site use including confirmation & contracting, technical requirements, audience capacities and disability access.
- Develop, manage, and implement, QMF Noise Management Plan. Work with production suppliers, artists etc. to achieve best possible noise emissions throughout festival weekend.

#### Financial Management

- Work with Festival Director to develop site & production budgets, and ensure the budget is managed and monitored effectively.
- Develop costs and obtain quotes from contractors and suppliers to inform detail in the relevant Site & Production budgets in a timely manner.
- Provide budget reports and advice to the Festival Director on a regular basis and when requested.
- Authorise and track payments from all site & production invoices and liaise with QMF admin & finance staff to ensure processing by due dates.

#### Staff Management

- Develop a site & production staffing structure and timelines for recruitment for all appropriately skilled staff, operators & crew.
- Recruit and manage all site & production staff, operators & crew.
- Develop schedules for all staff, operators & crew.
- Schedule, develop, organise and deliver all relevant inductions & briefings for staff, operators, contractors and volunteers.
- Conduct post-Festival debriefs with relevant staff & contractors.

## Risk Management

- Develop and review all Festival policies and documentation relating to Risk Management and OH&S. Ensure compliance throughout festival set-up, operation, and pack-up phases, on behalf of QMF.
- Ensure all compliance obligations of QMF are met in relation to the Occupational Health & Safety Act 2004, Equipment (Public Safety) Act 1994, Dangerous Goods Act 1985 and Building Act 1993, etc. for the Festival Site on behalf of QMF.
- Develop and implement QMF Emergency Management Plan, working with relevant emergency services & council, and ensure they are approved and implemented effectively.

## Communication & Administration

- Work collaboratively with all members of the QMF team, ensure effective communication and all attend all staff and relevant meetings.
- Develop and maintain effective relationships with all artists, organisations, suppliers, contractors, staff, and other key stakeholders.
- Provide professional and relevant advice to the QMF team when required.
- Oversee the advance of all production related information to all Festival artists including Sound/Lighting/Stage specs, noise limits, load-in procedures etc.
- Maintain up-to-date records of all relevant QMF documents in shared Dropbox folder.

## General

- Manage site & production requirements for other key QMF events, launches, function etc. outside the key Festival period.
- Other reasonable duties as directed by the Festival Director.

## **Capability Profile**

### Leadership

Demonstrate a commitment to organisational priorities and values, take personal responsibility, delegate appropriately, adhere to organisational policies and procedures and uphold confidential information.

### People management & team work

Approach all staff, volunteers and contractors with respect and consideration, collaborate effectively, and encourage continuous learning.

### Problem solving & decision making

Embrace flexibility and lateral thinking, facilitate solutions and make decisions based on an understanding of the relevant issues, factual information and logical assumptions.

### Influencing

Seek to secure support and commitment from colleagues through the clear articulation of ideas and opinions and open dialogue, supported where possible by factual information.

### Communication

Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.

### Customer service

Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to both parties and deliver as agreed.

### Essential Selection Criteria

- Experience working as a professional festival and/or events Operations and/or Production Manager.
- Experience working in arts, preferably music and music festivals.
- Experience formulating quality administrative management systems.
- Experience scoping, managing and reporting on event budgets.
- Excellent written and verbal communications.
- Excellent time management including setting and meeting deadlines.
- Intermediate to advanced knowledge of the Microsoft Office suite or equivalent.
- Experience in Risk Management, Emergency Management and OH&S planning.
- Experience in staff and contractor management.

### Terms

- This position is a 10 month contract commencing May 1<sup>st</sup> 2018 – Feb 28<sup>th</sup> 2019.
- Work will be primarily based at the Queenscliff Music Festival office.
- Availability for full pre, post and Festival weekend period will be required. This includes some weekends and flexible working hours when necessary.

### Application

- Your application should respond specifically to the Position Description and Selection Criteria and include your most recent CV with contact details of 3 referees.
- Deadline for applications is 5pm Monday 19<sup>th</sup> March 2018.
- Email applications to [andrew@gmf.net.au](mailto:andrew@gmf.net.au) with QMF Operations & Production Manager Application as the subject.

**For enquiries please contact Andrew Orvis, Festival Director on 03 5258 4816**