



TERRAPIN POSITION DESCRIPTION

PRODUCTION MANAGER

POSITION	Production Manager
REPORTING TO	Executive Producer
POSITION TYPE	Full-time, 38 hours per week negotiable; flexible working arrangement possible
CONTRACT DURATION	Two-year contract (six-month probation) with option for renewal as mutually agreed
LOCATION	Hobart-based, intrastate, interstate and international travel required
SALARY RANGE	75k
ENTITLEMENTS AND SPECIAL CONDITIONS	Occasional out-of-hours work is expected. Terrapin operates a time in lieu system.



ABOUT TERRAPIN

Unique as the remote island on which we create our work, Terrapin explores beyond the borders of contemporary puppetry, engaging with the most urgent conversations of our time.

Creating worlds of adventure for intergenerational audiences, our work has been presented by The Lincoln Center (USA), John F. Kennedy Center for the Performing Arts (USA), Aichi Arts Centre (Japan), A.S.K Shanghai, Royal Shakespeare Company (UK), Arts Centre Melbourne, Dark MOFO, MONA FOMA, and at schools all over Tasmania from Huonville to Flinders Island in the Bass Strait.

Alongside our touring work, we are committed to supporting local and interstate artists; welcoming resident, associate, and trainee artists to join us in exploring our art form and the world. Based at Salamanca Place in Hobart, the Terrapin team comprises four full and part-time staff, alongside many contract artists and production staff. Terrapin celebrates its 40th anniversary in 2021.

For more information, visit www.terrapiin.org.au.

POSITION OVERVIEW

Terrapin's Production Manager works collaboratively with the Artistic Director, Executive Producer, and Terrapin staff and contractors to deliver all productions for the company. As a key member of the management team, the Production Manager is involved in the planning, administration, budgeting and delivery of productions as well as managing the logistical and technical aspects of touring Terrapin's theatre and public space works nationally and internationally.

KEY RELATIONSHIPS

- Artistic Director
- Executive Producer
- Artists and creatives
- Contractors
- Presenting partners (venues, festivals etc)

RESPONSIBILITIES

- Manage all technical aspects of all Terrapin production, delivering on time and within budget
- Work with the Artistic Director and Executive Producer to engage any support staff as required
- Provide support and guidance to management in developing budgets at all stages of the production process, from creative development to touring
- Assist in the production of budgets for grants and presenters
- Work with presenters on the logistics of touring, including the booking of freight and travel and accommodation and scheduling
- Work with resident and freelance artists and makers to oversee the manufacturing of all production elements including sets, props, costumes and technical elements, on time and in budget
- Develop rehearsal, production and delivery schedules
- Enforce company policies, particularly around workplace safety, ensuring a safe working environment
- Manage the rehearsal space and storage space and oversee the storage of sets, props and costumers
- Tour with the company as required, acting as company manager/production manager
- Other tasks from time to time as directed by the Artistic Director and/or Executive Producer.

SKILLS AND QUALIFICATIONS

- Minimum 5 years' practical experience in Production Management and proven experience in a similar role, within the cultural sector is preferable
- Touring experience as a stage/production manager, ideally national and international
- An advanced ability to read and interpret technical drawings and technical specifications, experience with audio visual hardware and software, including CAD and QLab
- Knowledge of Australia's performing arts industry and performance venues
- Leadership and teamwork – ability to collaborate and support colleagues
- Time management and stakeholder management skills, ability to prioritise competing interests and deadlines
- Strong attention to detail
- Creative and flexible



TERRAPIN PUPPET THEATRE
77 SALAMANCA PLACE, HOBART TASMANIA 7004
+61 3 6223 6834 info@terrapiin.org.au
www.terrapiin.org.au

Terrapin Puppet Theatre is assisted by the Australian Government through the Australia Council, its arts funding and advisory body, and through Arts Tasmania by the Minister for the Arts. Terrapin acknowledges the support of Salamanca Arts Centre.

