



**Applications will be addressed to:**

Suellen Maunder  
 Artistic Director  
 JUTE  
 PO Box 6090, Cairns 4870  
 Or email to [info@jute.com.au](mailto:info@jute.com.au)

Position will commence: July 2007  
 Salary: \$40+ (negotiable - commensurate with experience)

**Position Description: JUTE Production Manager**

Purpose of Role	To perform all the tasks of a Production Manager for all JUTE creative projects • To support the Artistic Director in the production of the JUTE creative program
Reporting line	Artistic Director of JUTE
Key Interfaces	<ul style="list-style-type: none"> <li>• Artistic Director</li> <li>• JUTE staff and volunteers</li> </ul>
Primary accountabilities	<ul style="list-style-type: none"> <li>• Production management of all JUTE creative projects</li> <li>• Light Design for all JUTE projects</li> </ul>
Specific accountabilities and tasks	<p><b>PRODUCTION MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Development, management and distribution of production schedules</li> <li>• Maintenance of technical production records</li> <li>• Liaison/communication between creatives, artistic director, stage management, technical and set construction staff</li> <li>• Management of back stage volunteers</li> <li>• Maintenance of production budgets</li> </ul>
Key competencies and capabilities	<p><b>PRODUCTION MANAGEMENT SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to Manage creative teams</li> <li>• Exceptional planning, time management and organisational skills</li> <li>• Ability to develop and maintain production schedules</li> <li>• Ability to manage and maintain clear lines of communication between JUTE administrative centre, creative teams, technical staff and volunteers</li> <li>• Ability to develop and manage production budgets</li> <li>• Ability to manage technical and construction staff</li> <li>• Ability to take direction and act on instruction from the Artistic Director</li> <li>• Demonstrated ability to work autonomously and use initiative as required</li> <li>• Team oriented</li> <li>• Ability to manage and mentor volunteer staff</li> </ul> <p><b>MANAGEMENT &amp; MAINTENANCE OF JUTE THEATRE</b></p> <ul style="list-style-type: none"> <li>• Excellent working knowledge of Theatre equipment</li> <li>• Excellent working knowledge of Theatre equipment maintenance requirements</li> <li>• Excellent working knowledge of Workplace Health &amp; Safety</li> <li>• Current First Aid Certificate</li> <li>• Intermediate Riggers Ticket</li> </ul> <p><b>LIGHTING DESIGN</b></p> <ul style="list-style-type: none"> <li>• Experience in designing for contemporary theatre</li> <li>• Experienced in working with creative teams in the development of light designs</li> <li>• Experienced in light design for text based plays</li> <li>• Ability to communicate technical needs to technical crews</li> </ul> <p><b>ETHICS AND PHILOSOPHIES</b></p> <ul style="list-style-type: none"> <li>• Value and celebrate the diversity of the community in which we work</li> <li>• Value collaborative processes</li> <li>• Value equal rights and opportunities</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Must possess a current drivers licence and own transport and be capable of driving a range of company vehicles</li> </ul>