

## PROJECT PRODUCTION MANAGER / LEAD – NORPA SHOW 2024

### POSITION DESCRIPTION

#### NORPA

NORPA is one of Australia's most exciting regionally based theatre companies.

NORPA (Northern Rivers Performing Arts) is based on Bundjalung Country. Our home is in Lismore, in the beautiful Northern Rivers. We take inspiration from the country and culture around us, and we take risks in bringing stories to life. Our theatre productions are original, site-specific, place based, relevant and contemporary.

As a key creative organisation for the Northern Rivers, we play a pivotal role in our local and regional creative community through the work we make and how we support the development of the artform and artists. We are recognised as a national leader in making theatre that directly responds to and speaks to the role of artists and art in our changing environment.

NORPA is undergoing transition since losing its key venue, making and office space in the 2022 Lismore floods and as such is looking at innovative, relevant and head turning ways to present new theatre works and continue engaging with its community and audiences.

#### PROJECT PRODUCTION MANAGER/LEAD

- Reports to:** Executive Director through the Creative Producer
- Direct reports:** Project Stage Manager, Project Assistant Stage Manager, site and venue crew
- Works closely with:** Artistic Director/Project Director, Designers, Suppliers, Venue Manager, Peer organisations, NORPA team.

#### The Role

This role heads up the production and technical teams of NORPA's new work creation and presentation. You will be responsible for allocating labour resources, creating and tracking production schedules and deliverables and creating and managing production budgets. You will work closely with the production's Producer, Director, Designers and Crew to realise the production; and be responsible for creating a safe environment for everyone to work in and attend as audience.

The role will entail the following tasks:

- 1. Budgeting**  
Working with the Producer to create and manage a budget for the venue and site.  
Developing briefing scopes and receiving and reviewing quotes
- 2. Scheduling**  
Creating and managing the technical production schedules and supporting the creative schedule.
- 3. Recruitment, procurement and management**  
Recruiting and managing the crew onsite  
Rostering crew  
Maintaining a healthy and safe working environment  
Working with creative team to track deliverables  
Leading of Tech/Sec/FOH/SM Team  
Contractor management

#### 4. Supporting creative process

Involvement in creative meetings  
Running of production and site pre-planning meetings  
Technical drawings

#### 5. Logistics planning and delivery of site

Audience seating/movements planning  
BOH/Dressing room area consideration and set up  
FOH / BOX area planning and set up  
Liaison and coordination of food and beverage power and technical requirements  
Site management and whole of site planning  
Council requirements for DA (if required)  
Risk assessments in liaison with the Producer  
Development and implementation of the event management plan including site, noise and traffic management

### Work Location

NORPA is based in Lismore, Northern NSW. NORPA is interested to hear from people either based locally or interested in working in the region. NORPA is open to negotiate expenses associated with short-term stay.

Dates 2024	Activity		Location
March	Site visits, meetings and planning (up to 20 hours)	Casual hours	Lismore. Some hours may be possible to work remotely
April – July	Scheduling, crew recruitment and planning (up to 8 hours)	Casual hours	Flexible hours and location
31 July – 8 October	Bump in and 3 week season (9 weeks)	Full time hours	Lismore (must be based within daily driving distance)
October	Post project wrap up (10 hours)	Casual hours	Lismore or remote working

### Term

This is a contract position with a fee based on estimated hours to deliver the project.