

SYDNEY FESTIVAL

PRODUCTION ASSISTANT

Sydney Festival is a celebration of Sydney during the summer holiday month of January. It is one of Australia's largest annual cultural events and has an international reputation for modern, popular and contemporary programming spanning all art forms including dance, theatre, music, visual arts and large-scale free outdoor events.

Title	Production Assistant
Contract	26/8/2019 to 21/02/2020 (26 weeks)
Weekly wage	\$1,100 plus superannuation
Reports to	Head of Production
Takes direction from	Production Manager / Senior Project Manager
Liaises with	Programming department Marketing department Business development Administration

PURPOSE

The prime purpose of the Production Assistant is to support the production department during pre-production and event delivery phases of the 2020 Sydney Festival.

PRIMARY OBJECTIVES

- Ensure short-term production staff are properly on-boarded to the department and the organisation
- Successfully implement production department processes
- Ensure production interns have a productive and enjoyable stay

KEY RESPONSIBILITIES

- Onboard new staff to the production department including workspace set up/ inductions/welcome packs
- Facilitate the production internship program
- Run production meetings to an established agenda
- Ensure the department is aware of established timelines and deadlines
- Implement the Festival accreditation system across the Festival
- Ensure safety manuals are on track
- Organise crew information BBQ with logistics team
- Become familiar with the Festival's event management programs
- Train staff as required to a 'competent' level on these packages
- Keep track of rehearsal space use
- Work with the logistics department as required

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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience working with a performing arts organisation, venue or festival
- Production related training or equivalent experience
- An attention to detail
- Excellent computer literacy
- Driver's license
- Team player
- Adaptable and flexible: an ability to think on one's feet
- Empathy with artists and the artistic processes

TO APPLY

Applications should include:

- A brief cover letter stating why you are interested in the position
- A current CV including references
- Contact information, particularly an email address for correspondence

Applications close at **5pm AEST Sunday 5 May** and should be emailed to Head of Production john.bayley@sydneyfestival.org.au