



Production Manager

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. We're proud of our long history of commissioning groundbreaking new Australian art, and we're equally proud to be a great place to work, with many of the seasonal team members returning year after year.

Sydney Festival is committed to equity and inclusion. We welcome and encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with disability and people from the LGBTQI+ community.

Title Production Manager
Contract August 2026 – February 2027
Reports to Head of Production

PURPOSE OF POSITION

The Production Manager is a full-time position reporting to the Head of Production. The Production Manager is responsible for supporting the Head of Production in scoping and delivering shows, events, installations and functions for the Festival.

ORGANISATIONAL RELATIONSHIPS

Position title of supervisor
Head of Production.

Titles of positions that report to this position
Contract Project Managers and Event Coordinators (as assigned)

Other roles within the Production team
Senior Production Manager
Production Manager
Production Coordinator
Logistics Manager
Senior Logistics Coordinator
Logistics Coordinator

NATURE AND SCOPE OF WORK PERFORMED

Work performed

- Liaise with the programming department to scope proposed events for upcoming festivals.
- Manage Project Managers/Event Coordinators as directed by the Head of Production.
- Creation, and adjustment of, event production schedules.
- Planning and preparation of Vectorworks plans for the events.
- Preparation of Event Management plans and Development Applications.
- Work with venues on all aspects from but not limited to: operations, logistics, technical elements, rehearsal spaces, crowd management if required.
- Liaise with Programming and External relationships on sponsor and activation requirements
- Liaise with Programming and Marketing on signage requirements.
- Formulate and distribute event manuals including risk management and evacuation documentation.
- Supervision of individual events as specified.
- Management of event budgets as specified including reconciling budgets and managing invoices.
- All expenditure to be via Sydney Festival order system and approved by the Head of Production.
- Attend all relevant meetings and site visits.
- Working various hours when needing to meet with overseas companies.
- Assist in the preparation and delivery of key event documents for Government Agencies and venues.
- Oversee the co-ordination of contractors, hirers, crews, hires, transport and bump in/out's within the parameters of Sydney Festival schedules.
- Keep accurate event files and ensure all filing is up to date .
- Create a technical environment in which performing companies can excel.
- Ensure that all hired or borrowed equipment is returned and arrange for all debts to be settled.
- Report to the Head of Production any changes/occurrences which affect the budget, quality or safety of the technical production.
- General assistance as requested by the Head of Production.
- Complete debrief at the end of each Festival.

Challenges and problem solving

- Work effectively in a fast-paced and work-intensive environment.
- On-the-fly troubleshooting and conflict management.
- Build effective relationships and communicate with a diverse range of people both internally and externally including senior management and the Board.
- Manage multiple, conflicting priorities.
- Manage staff across a variety of business lines.
- Think strategically and challenge the status quo.
- Act with diplomacy and the utmost discretion.

Internal & External Parties

In addition to members of the Production team, this position is required to communicate with a range of internal and external parties:

Internal

- Executive Office: Festival Director, CEO, Executive Assistant
- Festival Departments: Programming, External Relations, Marketing, Customer Service, Philanthropy, Finance and Administration
- Volunteers
- Crew

External

- Festival sponsors.
- Artists and/or their representatives
- Suppliers
- Stakeholders
- Venues
- Government Departments

SKILLS AND QUALIFICATIONS

Knowledge

Understanding (preferably experience) of the not-for-profit arts environment.
Appreciation and enthusiasm for live events of all genres.

Skills

- 5 years experience in but not limited to live theatre and or live event production
- Outstanding attention to detail
- Experience creating new events or theatre work
- Excellent time management and forward planning skills
- Outstanding communication skills (written and oral)
- Problem solving and critical thinking skills
- Ability to work effectively in a team
- Ability to work well under pressure
- Proven initiative and high levels of self-motivation, as well as the ability to work unsupervised
- Ability to manage multiple projects simultaneously under strict deadlines.
- MS Office proficiency including at least an intermediate level of Excel skills
- Cadd Drawing (Vectorworks preferred)
- Production Schedule creation
- Experience in creating and managing budgets

TO APPLY

If this sounds like you, submit your resume and cover letter by email to mail@sydneyfestival.org.au Applications close at midnight on Sunday 9th August 2026. Early applications will be considered, and an appointment may be made prior to the closing date.