

PRODUCTION MANAGER – POSITION DESCRIPTION

Position	Production Manager - (Regional & Touring)
Reporting to	Senior Production Manager
Position Type	Seasonal Fixed Term 40 Day Contract 24 August - 31 October 2026 0.6 FTE (24 August – 24 September 2026) 1.0 FTE (28 September – 30 October 2026)
Salary	\$78,000 pro rata per annum + superannuation
Direct Reports	Production & Operational Casual staff (Ballarat based)
Location	Melbourne, Ballarat and remotely.
Date of Preparation	June 2026

Position Purpose

The Production Manager (Regional & Touring) is all about taking Melbourne Fringe on the road. You'll be responsible for the end-to-end production delivery of our regional work, leading a week-long Fringe Encore mini festival in Ballarat in late Oct, working with venues, suppliers, production crew, and artists to bring bold work into theatres, civic buildings and unexpected outdoor spaces. It's a hands-on production role that blends big-picture thinking with practical delivery, managing budgets, timelines and relationships to make sure the art lands brilliantly and the region feels it.

The position will commence as part-time and move to full-time in August, and the applicant will be required to work across Melbourne, Ballarat and remotely.

Role Summary

The Production Manager is a key role that will oversee and coordinate the delivery of production requirements for the 2026 Melbourne Fringe Encore Mini-Festival. The role includes the management and delivery of Fringe-produced events, open access events and the set-up of 5 event spaces within Ballarat CBD.

Working alongside the Senior Production Manager, the Production Manager role contributes to and supports the sourcing and implementation of technical and

infrastructure requirements of Fringe-produced events and spaces, the execution of the Festival Risk Management Plan, and the administration of the project budget. The Production Manager works alongside the Producer (Regional & Touring) and will liaise with venues, suppliers, local crew, volunteers and artists across all events within the Ballarat program to provide technical advice and support.

About Melbourne Fringe

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

Our Work Culture

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our dreaming is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We believe that great work is made by people who enjoy what they do. We are proud to have a diverse workplace that celebrates difference and encourages people to bring their whole selves to work with pride.

Fringe is a values-driven workplace characterised by big-picture thinking, optimism and playfulness. We have a reputation as a hard-working, caring, energetic, fast-paced workplace that values our people and their health and which brings them together socially for lunch, events and fun times.

You're the right fit for Melbourne Fringe if you are:

- Passionate about creativity and cultural equity
- Willing to support anyone to participate in the arts, regardless of their experience, age, gender, ability, sexuality, cultural background or artistic practice
- Excited by the challenge of making ambitious things happen on limited budgets
- Ready for personal and professional learning and continual improvement
- Into a collaborative and social work culture

Things you'll be responsible for:

Production Management

- Attend all relevant project meetings and site visits (where feasible) to maintain up to date information sharing.
- Become familiar with all elements of the technical specifications for the Ballarat venues as well as the requirements for all events taking place within those venues.
- Collaborate within the Festival reporting system, ensuring all feedback from patrons, staff & events is received and documented.
- Liaise with all events programmed regarding technical specifications and ensure that production needs are met.
- Liaise with venues, suppliers and contractors to ensure the delivery of all technical elements meet the requirements for each performance.
- Within Airtable, maintain the schedule of bump in, bump out and technical rehearsals for all events.
- Manage extra equipment requests by providing cost estimates and tracking through the On Charge database (via Airtable).
- Have detailed understanding of all hired and borrowed production equipment including seating, staging, lighting and sound required for the venues.
- Coordinate bump-in and bump-out of the performance spaces (including technical and infrastructure requirements), including detailed schedules.

Risk and Safety

- Become familiar with the Core Activity Risk Assessments (CARA's) and the Venue Emergency Manual (VEM) as drawn together in the Event Safety & Emergency Plans (ESEP).
- Collate Risk Questionnaires and generate show specific Risk Assessments through the Show Tech Information databases (via Airtable).
- Endeavour to ensure all staff, suppliers and contractors are aware of, and following Risk Management Procedures as laid out in show specific and festival wide risk assessments.

Budget and Staff Management

- Become familiar with and adhere to the Budget and keep clear records of quotes, invoices and Weel spending.
- Work alongside local venues staff, production crew and volunteers and provide guidance with relation to the Fringe Encore program.
- Collaborate with the Producer (Regional & Touring) on staffing plans, and venue and operations management.

Stakeholder Management

- Endeavour to maintain a strong relationship with Ballarat Council and Ballarat venues, representing Melbourne Fringe and acting as a key point of contact.
- Adhere to all venue procedures and endeavour to ensure all staff and contractors work respectfully and collaboratively within these venues.

General

- Actively uphold best practice cultural safety and accessibility for all Melbourne Fringe staff, artists, volunteers, audiences and other stakeholders.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the festival may mean extended hours and expanded duties during the festival period.
- Throughout your contract provide considered feedback within the festival debrief documents (where you feel relevant) to assist with future planning and finetuning operational issues.
- Complete the handover document before the end of your contract and attend an exit interview with Co-Deputy CEO / relevant executive staff member.
- Other duties as agreed with the Senior Production Manager, acknowledging that jobs evolve to meet the changing needs of the arts environment, and this document is an overview and not intended to represent the role performed in perpetuity.

Skills and Attributes you need to bring

- Passion for the work of Melbourne Fringe
- Resilience and ability to work effectively under pressure
- Passion for the work of Melbourne Fringe and a commitment to cultural equity

- Experience in the technical operation of sound, lighting, and AV systems, including the set-up and operation of these
- Experience in stage managing theatrical shows
- Experience in theatrical mechanics
- Excellent interpersonal skills with the ability to coordinate large teams of people
- Experience working with or supervising volunteers is desirable
- Strong administration, systems management and organisational skills

Our commitment to cultural equity

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, d/Deaf, disabled, people of colour, queer, transgender and gender-diverse people, as well as people with caring responsibilities. We celebrate people's differences.

We know sometimes people – especially those from more marginalised groups – might feel under-qualified for a job or like you might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they're learning on the job.

If this application isn't accessible for you, please get in touch. We are keen to understand how to best accommodate your access needs. We can accept applications in a variety of formats, including text documents, video and audio files. We are also happy to work with you on other accessible application processes. We have a great team to support access, so please email access@melbournefringe.com.au to start a conversation. You can also call the Melbourne Fringe office by phone.

The Melbourne Fringe phone number is (03) 9660 9600 (available Monday to Friday, 10am-6pm).

You may contact us through the National Relay Service, and the link is available if you click on this sentence. Alternatively, you could download Deaf-owned Relay Service Convo.

We are open to your ideas around process. However, we cannot change the timeframes for this application.