

## PRODUCTION MANAGER – POSITION DESCRIPTION

<b>Position</b>	Production Manager
<b>Reporting to</b>	Senior Production Manager
<b>Position Type</b>	Seasonal Fixed Term 50 Day Contract 10 August-31 October 2026 **Flexibility to work 11 weeks FTE spread across 12 weeks
<b>Salary</b>	\$78,000 pro rata per annum + superannuation
<b>Direct Reports</b>	Up to 20 Production and Technical Casuals
<b>Location</b>	Carlton or North Melbourne
<b>Date of Preparation</b>	May 2026

### Position Purpose

To deliver the end-to-end production at one of Melbourne Fringe's Festival Hubs (Trades Hall and Meat Market).

### Role Summary

The Production Manager is a key role that will oversee and coordinate the delivery of production requirements of one of our Festival Hubs for the 2026 Melbourne Fringe Festival. The role includes the management and delivery of Fringe-produced events and spaces, including the Festival Hub, Club Fringe, Launch and hub-based events yet to be decided.

Working alongside the Senior Production Manager, the Production Manager the role contributes to and supports the sourcing and implementation of technical and infrastructure requirements of other Fringe-produced events and spaces, the execution of the Festival Risk Management Plan, the management of Festival production staff and the administration of the Festival production budget. The Production

Manager liaises with producers and artists across all Melbourne Fringe events as part of the Festival Hub – Trades Hall operations 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 staff meetings, relevant project meetings and Festival check in meetings (where feasible) to maintain up to date information sharing.
- Become familiar with all elements of the technical specifications for the Festival Hub – Trades Hall or Festival Hub – Meat Market including performance venues, Fringe Common Rooms, Trades Hall or Meat Market spaces and Fringe owned equipment.
- 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.
- Collaborate within the Festival reporting system, ensuring all feedback from patrons, staff & events is received and documented.

## **In collaboration with the Senior Production Manager**

- Liaise with all events programmed at the Festival Hub – Trades Hall or Festival Hub – Meat Market regarding technical specifications and ensure that production needs are met.
- Schedule and maintain records of technical rehearsals for all events programmed at the Festival Hub – Trades Hall and Festival Hub – Meat Market through the Schedule & Show Tech Information databases (via Airtable).
- 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 Festival Hub – Trades Hall or Festival Hub – Meat Market.
- Liaise with suppliers and contractors to ensure the delivery of all technical elements meet the requirements for each performance space as laid out in the Festival Hub – Trades Hall or Festival Hub – Meat Market venue plans.
- Coordinate bump-in and bump-out of the Festival Hub – Trades Hall or Festival Hub – Meat Market (including technical and infrastructure requirements), including detailed schedules and ensure adherence to City of Melbourne regulations.
- Ensure all spaces are built and maintained according to prescribed plans and safety regulations, especially regarding occupancy permits and capacities and maintain all performance room records in plans, photos, etc.
- Manage all production issues within Festival Hub – Trades Hall or Festival Hub – Meat Market for the duration of the Festival.

## **Risk and Safety**

- Become familiar with the Core Activity Risk Passements (CARA's) and the Venue Emergency Manual (WEM) 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 2026 Production budget allocated by the Senior Production Manager, and keep clear records of quotes, invoices and Weel spending.
- Collaborate with the Senior Production Manager in recruiting venue production staff.
- Manage the Festival Hub – Trades Hall or Festival Hub – Meat Market production team (Production Coordinator, Production Rovers, TSM's & production volunteers) for day-to-day issues
- Supervise and inspire production volunteers.

## **Stakeholder Management**

- Endeavour to maintain a strong relationship with Trades Hall or Meat Market, 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 with Trades Hall or Meat Market staff and tenants.

- Be vigilant in protecting all areas of Trades Hall or Meat Market, reporting any damage immediately.
- Keep executive team informed of any issues, incidents and queries that arise with any Trades Hall or Meat Market staff or tenants.

## **General**

- Actively uphold best practice cultural safety 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.
- 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 small-scale 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

\* If you don't yet have all of the experience, know that Melbourne Fringe is a workplace that values ongoing skills development, mentoring and training.

## **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](mailto: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.