



**Job title:** Production Manager  
**Reporting to:** Head of Production  
**Location:** Leichhardt, NSW (other locations as required)

### Position Description

Reporting to the Head of Production, the Production Manager is responsible for the technical and production aspects of project delivery. This includes the creation and management of production schedules, technical specifications, technical build, resource booking, transport and logistics, equipment bookings and allocations and the onsite management of internal and technical teams.

The Production Manager plays a lead role in interpreting the creative direction and goals of projects into real-world technical solutions that may include identifying needs for technical research and development, sampling and tests.

This role requires flexible work hours and will involve onsite production work.

### Key Duties and Responsibilities

- Lead project-specific production of assigned projects from inception to onsite delivery including technical drawings, build specifications, new technologies and other production based documentation.
- Work with the creative, technical and administrative teams to accurately develop costs and quotes for the project, and assist the finance team to accurately forecast outgoings throughout;
- Develop and maintain project-specific SWMS and WHS paperwork for approval and lead their explanation and enforcement onsite.
- Manage and oversee project-specific freight and logistics - including international freight and local trucking ensuring all technical components are delivered to site cost effectively, while ensuring milestones/key dates are met;
- Identify project-specific resources including technical crew, subcontractors, vehicles, accommodation, site equipment, etc and develop plans for booking in conjunction with the Project Manager and Production Coordinator.
- Oversee and support on-site production crew, client and equipment management as a representative of the Company.
- Work consistently with creative designers to ensure that the creative delivery is of a high standard;
- Assist with technical and production duties such as preparation of equipment as required;
- Participate in research for, identify and recommend new technologies for use in projects to increase business efficiency and to increase the company's competitive advantage over other organisations;



- Work as part of the Production Unit, develop new works and projects (including creative development), contribute to the development of the company's strategic and business objectives, with the view to increasing Mandylights' presence and workload within Australia and overseas.



## Experience and skills required

- Tertiary education in the area of Production Management, Event Management or experience in a similar role
- Demonstrated technical and production experience in relation to the design, installation and operation of technical systems specifically related to lighting, but also extending to a working knowledge of wider audio visual technologies.
- Attention to detail and strong time management skills
- Demonstrated experience in managing and maintaining project based documentation including contracts, budgets, grants, databases and timelines
- Excellent planning skills with the ability to work under pressure and meet tight deadlines
- Strong communication skills, both written and verbal, with the ability and confidence to liaise with stakeholders at all levels
- Excellent working understanding of the lighting & entertainment industry
- Proficiency with Mac operating systems and confidence in using online software for crew scheduling, reporting and project management
- A clean criminal record and ability to travel both interstate and internationally
- Organisation skills, including the ability to balance competing priorities and meet tight deadlines using initiative.
- Ability to lead a team and foster a collaborative environment
- An understanding about basic work health and safety procedures relative to the entertainment industry
- Self-motivated with a positive, can-do attitude
- Proactive nature with the ability to work autonomously
- Unrestricted driving licence (only car required)