



Job title	Production Manager (Extended Leave Cover) – Fixed Term		
Team	Artistic and Production	Terms of Engagement	Individual Employment Agreement. Fixed Term for 12 Months
Reports to	Artistic Director	Hours of Work	40 hours per week
Date	November 2021	Tier	3

Purpose of the Role	To manage the production requirements of plays and events, in accordance with the Artistic Vision and The Court Strategic Plan.
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The Court	<p>Hidden in Christchurch’s suburb of Addington is New Zealand’s largest theatre company. In its post-earthquake refuge “The Shed” - an old grain shed – is a magical world of happiness, laughter, drama and intrigue.</p> <p>Inside the walls of “The Shed” is a diverse and dynamic company of 60 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 150,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p> <p>The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch’s growing Pasifika communities. We have a strong education programme and we support new writing for theatre.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
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Our People	Our people are resilient and flexible learners who are highly skilled team players.
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Our Vision and Values	<p>Our Vision is to provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p>What we value: We are a theatre company. We are a creative whanau. We create work that celebrates and questions our humanity. We are united and innovative.</p>
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	<p>Courageous We are a company that works fiercely and bravely knowing that creative reward requires risk. We are not afraid to push into the unknown.</p> <p>Dedicated We are a company that is dedicated to serving the show, knowing that this is the best way to serve our audience.</p> <p>Playful We are a company that finds joy in the work it makes, in working with each other and in affecting our audiences. We know we are at our best when we are playful.</p> <p>Leaders We are a company that is comfortable with the leadership role it plays, as a tastemaker, as a nurturing force and as a totara in the national industry.</p>
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Key Responsibilities	
	<ul style="list-style-type: none"> • Liaise with the Artistic Director and their team and show directors to ensure the effective implementation of all production requirements • Manage the production teams, through their Heads of Departments, ensuring appropriate workloads and resources • Manage the yearly calendar and set dates in consultation with both the Artistic Director and the Chief Executive • Manage the workloads of the team and notify your manager if additional resources are required. Manage these additional resources through the Production casual budgets. • Actively participate in budget setting and ensure that all production budgets are effectively administered within policies, procedures and according to the direction set by the Chief Executive and SLT • Ensure the effective flow of information and consultation to ensure that outcomes can be reached efficiently • Manager the improvement process for productions, including debriefing processes and strategies to continually improve and enhance artistic quality and production values • Abide by all policies and procedures and ensure that these are adhered to • Ensure adherence to Occupational Health and Safety Act • Any other duties as required by the Chief Executive

Core Competencies	
Leading and deciding	<ul style="list-style-type: none"> • Making decisions • Taking responsibility • Acting with confidence • Acting on own initiative • Taking action • Taking calculated risks
Creating and conceptualising	<ul style="list-style-type: none"> • Learning quickly

	<ul style="list-style-type: none"> • Gathering information • Thinking quickly • Encouraging and supporting organisational learning • Managing knowledge
Organising and executing	<ul style="list-style-type: none"> • Setting objectives • Planning • Managing time • Managing resources • Monitoring progress
Organising and Executing	<ul style="list-style-type: none"> • Focusing on customer needs and satisfaction • Setting high standards for quality • Monitoring and maintaining quality • Working systematically • Maintaining quality processes • Maintaining productivity levels • Driving projects to results

Key skills and expertise
<ul style="list-style-type: none"> • Proven project management experience in both an arts company and a commercial environment • Relevant tertiary qualification (degree or higher) • Effective leadership and motivational skills • Sound knowledge of contemporary theatre practice • Sound knowledge of at least one technical production aspect of theatre • Sound knowledge and experience in budgeting and financial literacy and agility • Proven ability to problem solve and find workable solutions • Advanced industry knowledge • Effective sales and negotiation skills • Knowledge of NZ Employment Law • Knowledge of NZ Health and Safety legislation and cases, as well as other legislation that may be applicable • Advanced knowledge of Microsoft Office packages including excel • Ability to communication, both verbally and in written word form • The Court Theatre is a fully vaccinated workplace and it will be a requirement that vaccine certificates are used for public performances*, as per recent notifications by the government. By applying for this role you agree to provide a vaccine certificate to The Court Theatre** before any contract can be offered. <p>*potentially from 1 December 2021.</p> <p>** we are currently consulting on a “No Jab No Job” policy for all new staff, contractors and volunteers.</p>