

Production Manager (All-Abilities Theatre)

Days: Flexible Work Hours, engaged early March to end of August

Contact Person/Reports to: Executive Producer, Artistic Director

Point of contact to: Creative Team, Design Team, Stage Management Team

Overview:

Stars and The Moon is Melbourne's only not-for-profit, all-abilities musical theatre company. We offer equal opportunities for performers with disabilities to take the stage and shine in high-quality theatre productions. To achieve this, we pioneered the *Castmate Model*, where two or more performers collaborate to explore a role/performance together. At least one of these performers must identify as neurodivergent and/or living with a disability.

Alongside professional industry mentorship and a highly experienced inclusion team, we ensure all our performers have an accessible and supportive environment in which they can thrive.

The key responsibilities for this position are outlined below.

Responsibilities

The Production Manager is expected to:

- Create a production timeline
- Lead the whole production team and ensure effective communication
- Allocate and responsibly manage the budget of the production
- Mediate on matters that cross two or more departments
- Secure and manage venues for auditions and rehearsals
- Oversee the technical elements of the production
- Coordinate bump-in and bump-out
- Liaise with technicians and venue staff
- Manage cast member scheduling and attendance including any changes or disciplinary measures
- Assists with marketing and promotion
- Manages the production of marketing materials and collateral including flyers, billboards etc.
- Be a figurehead for the whole Inclusical project

Preferred Qualifications and Attributes:

- Experience in production management in a theatre setting
- Experience in managing teams
- Highly developed interpersonal and communication skills

Apply:

If you think you are the perfect candidate for this role and want to become involved in an engaging and uplifting organisation, please send through your cover letter and curriculum vitae to lauren@starsandthemoon.org