



VACANCY

Production Manager – Ad-hoc

Remuneration will be aligned to the company remuneration policy

SHORT TERM CONTRACT

Reporting to: Director Operations

Purpose: Plans, co-ordinates all production activity and supervises a team of experienced theatre technicians

Main Duties:

- ❑ Schedule
 - Create production schedules
 - Monitor and minimize overtime
- ❑ Managing production personnel
 - Hire, contract and supervise, in consultation with the Director Operations when appropriate
- ❑ Production Liaison
 - Attend production meetings.
 - Facilitate clear communication throughout the production process
- ❑ Production Support
 - Work closely with directors and designers to ensure that all production requirements are met
 - Assist production with hands-on projects including (but not limited to) special effects, video and projections, purchasing, sourcing and researching materials and techniques
 - Organise and supervise load-in, set ups, change overs, strikes and load out
 - Ensure smooth changes of rehearsal and performances
- ❑ Human Resources
 - Responsible for HR documentation for all ad-hoc personnel
 - Evaluate performance of reporting staff
 - Maintain discipline-take appropriate discipline when required
- ❑ Health & Safety
 - Ensure compliance to Health and Safety regulations
 - Address safety hazards
- ❑ Facility Management
 - Responsible for the general up keeping of the stage areas
 - Ensure the safe keeping and handling of equipment

Educational & Experience Requirements

- ❑ Matric Certificate
- ❑ Thorough knowledge of all areas of theatrical production including lighting and sound
- ❑ Strong computer skills, including proficiency in Excel

Further Requirements

- ❑ Ability to work well under pressure
- ❑ Strong communication skills (written and verbal)
- ❑ Strong leadership skills
- ❑ Excellent interpersonal skills
- ❑ Problem solving skills
- ❑ Ability to lead and motivate a team
- ❑ Basic knowledge in Labour / Industrial Relations

- ❑ Valid driver's license
- ❑ Knowledge of the Performing Arts, Theatre and related fields

Closing date: 07 November 2023

Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela the Human Resources Department by E-mail: Hradmin@artscape.co.za, Post: Artscape, PO Box 4107, Cape Town, 8000.

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.
