

CALL-OUT!

POSITION AVAILABLE PRODUCTION MANAGER INTERNAL/EXTERNAL ADVERTISEMENT

CLOSING DATE: 01 MARCH 2022

REPORTING TO ARTISTIC DIRECTOR

SALARY: MARKET RELATED

PERIOD: FIVE YEARS PERFORMANCE BASED FIXED TERM CONTRACT

KEY PERFORMANCE AREAS:

1. PRODUCTIONS

- Planning and supervising all aspects of production activity
- Work closely in collaboration and partnership with the SAST's production teams to deliver a professional standard of theatre production expected from the SA State Theatre.
- Be the first and major point of contact with relevant designers, directors and technicians.
- Ensure that designers are fully aware of the restraints of budgets, staffing, licensing, health and safety requirements and the constraints of the SAST
- Obtain accurate costings for all productions and staffing requirements and ensuring that designs can be delivered within budget, including transportation of production materials
- Co-ordinate and oversee a high standard of delivery of sets, props, costumes, lighting, sound and all other aspects of physical production within agreed briefs, budgets and timescales.
- Address problems that arise within the production and where appropriate to communicate those problems to the Artistic Director or other relevant heads of department.
- Chair production meetings and ensure that notes are taken and distributed in a prompt fashion.
- Working with programming colleagues to schedule activities in all theatres and any outside tours, transfers or site-specific work
- Planning staff requirements and making any necessary appointments to meet the needs of the theatre programme and production schedule;
- Working closely with creative teams to realise their designs and compositions maximising the use of the theatre's available resources;
- Controlling and managing agreed production budgets
- Leading, where required on all SAST co-productions and liaising with co-producers to ensure best delivery

of our productions

- Ensuring the effective running of all production facilities including the rehearsal room, wardrobe and stores.
- Be in attendance at the fit-up, technical rehearsals, dress rehearsals and first performance, ensuring that all technical notes arising from them are passed on and acted upon.
- Ensure that all departments are kept informed of the requirements of the artistic team.
- Scheduling of filming, monitoring of editing and delivery of the final project to the Artistic Director or designated recipient.

2. MANAGEMENT

- Developing skills and performance for technical and production staff;
- Line managing and directing Technical and Production teams;
- Contribute to the day to day running of the organisation and serve its long-term interests as a member of the SAST's management team;

3. HEALTH & SAFETY

- Leading on the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- Keeping abreast of current developments in health and safety and ensuring compliance with the requirements of the Theatre's Health & Safety Policy;
- Ensuring the maintenance and safety of all working areas and implementing best practice across the department;

THE SOUTH AFRICAN



STATE
THEATRE

an agency of the
Department of Sport, Arts and Culture

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S E C T I O N 3 A

P U B L I C E N T I T Y

320 PRETORIUS STR

PRETORIA 0002

GAUTENG SA

P O B O X 5 6 6

PRETORIA 0001

GAUTENG SA

COUNCIL MEMBERS:

FIKILE MAZIBUKO

MATSHEDISO NDLOVU

KHAYELIHLE THANGO

LEBOGANG NAWA

SUREN MAHARAJ

HELLEN MAKGAE

UJEBE MASOKOANE

TEL: 012 392 4000

ADMIN@STATETHEATRE.CO.ZA

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4. COMMERCIAL ACTIVITIES

- Authorising expenditure within agreed budgets and reporting on that expenditure to the Finance Manager in a timely manner
- Complying with all relevant legislation;

5. STRATEGIC

- Co-operating and liaising with managers and staff, to ensure that overall business strategies of the State Theatre are realised.

PREFERRED MINIMUM EDUCATION AND EXPERIENCE

- National Diploma in Performing Arts
- Minimum of 3 years' professional experience in theatre electrics, technical stage management or technical teams including at least 2 years as a Production Manager.

KNOWLEDGE, SKILLS AND CRITICAL COMPETENCIES

Able to multi-task, work calmly under pressure and meet tight deadlines consistently;
Fitness and stamina to fulfil the requirements of the post including the ability to work at height;
Ability to read, understand & interpret set plans and drawings;
Good communication skills;
Detailed knowledge of current theatrical technical resources, production and technical practices within theatre including sound, lighting and flying;
Knowledge and practical experience of the implementation of current health and safety legislation;
Strong organisational and logistical skills including IT and administration;

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Interested candidates should email or hand deliver applications consisting of a covering letter, CV with 3 contactable referees and certified copies of qualifications to the following addresses:

Hand Deliver: Human Resource Office
The South African State Theatre
320 Pretorius Street Pretoria
jobs@statetheatre.co.za

E-mail

CLICK HERE to visit our website www.statetheatre.co.za

Please note that the company will only consider applications which meet the criteria and preference will be given to people with disabilities or persons from disadvantaged group. Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.