

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title: Production Manager – Sydney New Year's Eve

Division: City Life

Unit: Creative City

Management Level: Supervisor / Team Leader

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:
Senior Production Manager - Sydney New Year's Eve

Titles of Positions which report to the Production Manager are:

Staff as per approved event plan and budget including:

Production Assistants

Site Management

Stage Management

Contractors for which this position is responsible:

Suppliers and contractors as per approved event plan and budget

3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is the management and co-ordination of all production, operational, logistic and technical aspects of the preparation, planning and implementation of the Sydney New Year's Eve event.

The position will work closely with the Senior Production Manager to deliver a world-class event which is accessible and safe ensuring a multi-tiered celebration is achieved by entertaining, engaging and enthusing children, families and spectators alike.

The event may include but is not limited to 9pm Family Fireworks and Midnight Fireworks displays, lighting effects (Sydney Harbour Bridge), Harbour of Light Parade, National Television Broadcast, Online Broadcast, Radio Broadcast and General Public Serviced Sites within the Local Government Area.

In addition the position will assist in managing multiple worksites required to deliver the event including the Event Control, Macquarie Street Precinct, Lord Mayor's Picnic site and Fireworks Loading site, as well as an annual staff of temporary and casual employees including key contractors.

The position will work with the Senior Production Manager, Associate Producer and Head of Business Operations in the day-to-day management and co-ordination of the approved financial year budget and forecast.

Due to the sheer size of the event and the type of work undertaken to produce the event, workplace safety and public safety & security are essential matters requiring full and proper consideration and attention of the Production Manager.



4. POSITION OBJECTIVES

The major objectives to be achieved by the Production Manager – Sydney New Year's Eve are:

- Support the Senior Production manager in all aspects of production, technical and logistic aspects of delivering Sydney New Year's Eve.
- Ensure the event is professionally managed and is safe, accessible and enjoyable for the general public.
- Ensure the event is delivered in a way which is consistent with the approved creative program, within the established budget, and meets the goals and outcomes in the City's relevant policies.
- Manage multiple contracts and suppliers.
- Deliver an event suitable for television and online broadcast.
- Work in partnership and collaborate with various City of Sydney units including: Marketing and Communications, Workforce Services, Work Health and Safety, Finance and Procurement, Health, Parks, and Cleansing units to maintain and improve existing operations.
- Ensure the event meets all statutory obligations.
- Ensure effective communication is demonstrated and consultation is maintained with relevant staff and stakeholders on all production related issues.
- Contribute to the management of the event budget and ongoing forecast to deliver efficiencies.
- Research, evaluate and recommend new technologies and innovation appropriate to the event.
- Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behavior and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Develop, co-ordinate and manage all production operational and technical elements of the preparation, planning, organisation and implementation of the event according to the approved plan and budget. This will be achieved in liaison with the Senior Production Manager, Associate Producer and other key internal and external creative, production staff and contractors.
- Maintain the day-to-day management of the Production, Operation and Technical areas of the event budget.
- Maintain the day-to-day management of the Production, Operation and Technical contracts and tenders for the event.
- Collaborate with the development of the event creative and operational planning.
- Ensure all temporary and casual staff are aware of their obligations in relation to the necessary WHS requirements over the event including the acquisition, maintenance and actioning of appropriate documentation according to the City's Policies and Procedures.
- Ensure all City of Sydney and other Permits and Licenses are secured and all legal obligations are complied with.
- Lead and co-ordinate project teams to ensure the production operation and technical requirements are coordinated and completed as per the Critical Path.
- Manage a large team of temporary and casual event staff as per the event organisation chart.
- Develop and manage site plans in consultation with the Senior Production manager.
- Ensure all procurement is achieved to effectively and efficiently deliver the event plan.
- Oversee and manage multiple event Safety Plans.
- Develop, manage and maintain multiple event schedules.
- Develop, manage and maintain the event Risk Register and Risk Assessments.
- Liaise with other departments of the City of Sydney to facilitate the production operation and technical requirements and plans required for the delivery of the event.



- Contribute to maintaining the event's meeting schedule with respect to production, operation and technical meetings and any subsequent meetings required to ensure effective communication.
- Chair all meetings as directed by the Senior Production Manager per the event's meeting schedule.
- Provide minutes and reports as required by the Senior Production Manager.
- Participate in strategic planning for the event with particular input on production, operation and technical elements.
- Plan, facilitate and improve production resources and systems for the event.
- Any other duties that may be required from time to time as directed by the Senior Production Manager.
- Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity, Work Health and Safety, and Rehabilitation.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. LEADERSHIP AND MANAGEMENT CAPABILITIES

As a senior staff member, the Production Manager is expected to demonstrate the following capabilities:

- **Displays Awareness of Self and Others** - Keeps control of own emotions and seeks to understand others before responding. Shows genuine empathy and respect; adapts well to change and stays calm under pressure. Demonstrates integrity by taking responsibility for their words and actions.
- **Cultivates Productive Relationships** - Earns trust by being authentic. Demonstrates respect for each colleague, partner and or stakeholder by recognising the benefits of diverse ideas and approaches.
- **Drives Results** - Establishes clear, measurable goals for the team and individuals. Clarifies responsibilities and builds ownership by regularly monitoring team and individual progress. Sets high standards for operating ethically and efficiently and takes early corrective action when required.
- **Develops People and Culture** - Provides each staff member with guidance, development opportunities and feedback that drives high performance. Demonstrates courage to address workplace behaviours

that conflict with our values. Communicates the benefits of a diverse and inclusive workplace.

- **Operates Strategically** - Ensures the team understands the strategy and how it addresses future challenges. In collaboration with team members, sets performance objectives that show how each staff member contributes to the strategy.
- **Manages Effectively** - Technology and Information Management; Finance and Resource Management; Asset Management; Risk Management, Safety and Compliance; Procurement and Contract Management; Project Management; Change Management; People Management.



7. WORK, HEALTH & SAFETY RESPONSIBILITIES

Supervisors/Team Leaders are responsible for the health and safety of all persons under their direction. As such they are responsible for assisting their managers in implementing the WHS Policy and Safety Management System (SMS) by:

- Inducting all new and transferred workers;
- Implementing risk management activities;
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented;
- Actively promoting consultation, WHS training and access to information to ensure safe work procedures are understood and followed;
- Managing, implementing and advising workers when changes have been made in the workplace (i.e. systems of work, risk assessments);
- Reporting hazards and any work-related injuries/illness as soon as practicable; taking reasonable care; and taking immediate steps to investigate and rectify any risk to health, safety and welfare.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

8. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

9. SELECTION CRITERIA

Essential Criteria

- Demonstrated experience in major event production, operations and technical management and in the provision of high level operational support within a dynamic and challenging environment.
- Demonstrated ability to meet WHS and statutory requirements for the production management of a large scale, major public event.
- Ability to read and interpret technical drawings, designs and site plans.
- Demonstrated ability to work collaboratively with creative teams to deliver within the allocated budget and on schedule.
- Proven experience in dealing with a wide range of stakeholders including representatives of external organisations, contractors, suppliers, volunteers, internal departments and staff.
- Demonstrated experience in the administration of significant major event budgets, including forecasting and any other activities to monitor the status of the budget, make updates and report as required.
- Well-developed written and oral communication skills, combined with the proven ability to negotiate favorable outcomes on key activities and sensitive issues.
- Well-developed project management competencies including strong time management and the capacity to act autonomously in the execution of daily administration and co-ordination of multiple projects simultaneously.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Background in a technical discipline i.e. Sound, Lighting, Mechanical, Show-Control, Coding, etc.
- Entertainment industry-related occupational licenses/certifications i.e. Forklift, EWP, White Card etc.

- Strong computer literacy skills and experience in using financial spreadsheets, word processing packages and specialist software such as Vectorworks, AutoCAD, MS Project, Technology One and EBMS/ Ungerboeck.
- Ability to function at a high standard in a challenging and demanding political environment.
- Maturity, discretion, sound judgement in the execution of and co-ordination of multiple projects simultaneously with competing priorities to tight deadlines.

