

Production and Events Manager (part-time)

- *Are you looking for a part-time role that combines your experience in the theatre with events and other creative projects?*
- *Do you love to juggle tasks like a Cirque de Soleil performer?*
- *Would you like the chance to work with inspiring, talented and curious colleagues?*

This new, part-time role of Production and Events Manager is responsible for providing a range of services to Creative Universe including:

- Supporting the creative and technical team and assisting in the delivery of performance seasons and touring for a new Australian musical – **DRIFTWOOD** (<http://www.driftwoodthemusical.com.au/>)
- Finding and securing performance opportunities for well known Australian group **Pot-Pourri** with arts centres, Councils, festivals and other special and corporate events. (<https://www.pot-pourri.com.au/>)
- Assisting with the development, production management and performance opportunities and touring for a new Australian cabaret show entitled **Songs for Psychedelics**
- Grant writing and support with other funding requirements and budget management
- Assisting with and developing other creative projects

You will work closely with the CEO and other team members of Creative Universe, the performers, creative and technical crew of **Driftwood** and other projects. You will be hands-on, results-driven, open to new perspectives, a creative, lifelong learner and an outstanding and efficient organiser who can juggle multiple tasks and projects simultaneously.

Essential Criteria, Tasks and Responsibilities include the following: (Other duties may be assigned.)

These are our channels for change:



You can find us at
Level 1, 68 Clarke St
South Melbourne
Victoria 3205

Ring us 03 8679 6000 or drop us an email...
info@creativeuniverse.com.au

- Previous experience in theatre/production management and/or large-scale event coordination. This includes understanding of the various elements of the theatre process – all production, technical and performance aspects.
- Tasks may include scheduling and coordinating designers and build schedules, rehearsal schedules, locations, travel, accommodation, hospitality/catering, launch events and ticketing.
- Experience in securing engagements for performers and shows and organizing tours
- Experience in marketing of shows (this may include marketing campaigns, media, social media etc.)
- Experience and success in securing grants and other funding (managing budgets will also be an asset)
- Flexible schedule and ability to work evenings and weekends (occasionally)
- Excellent written and verbal communication skills
- Strong organizational and administrative skills. High attention to detail is essential.
- Ability to work productively under time pressures and meet deadlines
- Ability to work independently and exercise excellent decision-making skills, whilst also having the ability to ask for help and work collaboratively as a team player
- High level of computer proficiency with knowledge of word processing, databases, spreadsheets etc.
- Video and graphic design an advantage
- Bachelor's degree required with at least 5 years of experience in a similar position preferred

We value excellence and professionalism in all aspects of our work including demonstration of practical initiative, respect, courage, direct communication, creativity, efficiency, 'can-do' mindset and cooperative relationships.

In return for your positive energy, professionalism and excellent outcomes, you will have the opportunity to work within an engaged, high-performing, fast paced team creating and delivering performances that impact diverse audiences around Australia and internationally.

Application Process:

To be considered for this exciting new role, please send your resume and a cover letter outlining specific relevant experience and five reasons why you are perfect for this position addressing the selection criteria, and your expected salary range and referees and possible start date to liana@creativeuniverse.com.au

The closing date for applications is **August 27. Applications will be reviewed in order of receipt so please apply now for this new role.** You will have an advantage if you are available to commence immediately or in the short term.

Due to the high number of applications for roles at Creative Universe, we may not be able to enter any correspondence or calls prior to the deadline for applications.

Only people with the right to work in Australia may apply for this position.