



1. Title: Production Manager – Light Cycles
2. Reporting to: Creative Directors – Illuminate Adelaide
3. Start Date: February 2022 (subject to the availability of the successful applicant)
4. Finish Date: 2/9/2022

5. Job Summary

The Light Cycles Production Manager will oversee all operational components of this large-scale immersive sound, lighting and projection display in the extraordinary setting of the Adelaide Botanic Garden in July 2022

6. Key Duties & Responsibilities

- 6.1 Undertake a detailed review of the operational budget for the project, and source quotes (or estimates) on all equipment hires, materials and labour.
- 6.2 Track committed operational expenditure throughout the project to ensure Light Cycles remains within the approved financial parameters and advise the Producer if any adverse variations are anticipated.
- 6.3 Work collaboratively with the Light Cycles Producer, the Light Cycles Technical Designer and the Moment Factory creative team to resolve logistical requirements of the project.
- 6.4 Develop a comprehensive production schedule incorporating the input of all stakeholders, major suppliers and key staff.
- 6.5 Develop a detailed site plan for the project identifying audience pathways, bypasses for mobility impaired patrons, locations of major project infrastructure and routes for emergency vehicle access.
- 6.6 Lead the operational relationship the Adelaide Botanic Garden by chairing weekly meetings and raising & resolving concerns in an appropriate and timely manner. The Production Manager is also responsible for reporting on this relationship internally within Illuminate Adelaide to the Creative Directors Lee Cumberlandidge & Rachael Azzopardi
- 6.7 Manage the Site and FOH staff via the team supervisors, ensuring cost-effective rostering and compliance with terms of the Live Performance Award
- 6.8 Manage the work of all contractors on the project, enforcing their compliance with all Botanic Gardens regulations, policies & instructions, and ensure work practices do not cause damage the horticultural specimens, nor present risks to the public or other staff.
- 6.9 Draft the Risk Assessment & Emergency Management Plan for the project incorporating relevant Illuminate Adelaide documentation, and liaise with the Adelaide Botanic Garden to ensure the project's risk assessment and emergency plan are consistent with the Garden's overarching risk, safety and emergency policies and procedures.
- 6.10 In conjunction with the Light Cycles Producer and the Illuminate Adelaide Risk & Safety Manager, liaise with, and provide documentation to, the relevant emergency agencies and regulatory bodies
- 6.11 Contribute to the Covid Management Plan under the direction of the Illuminate Adelaide directors and executive team, the Light Cycles Producer and the Illuminate Adelaide Risk & Safety Manager Covid Management, and manage the project's staffing and other resources to comply with all undertakings in the plan including any amendments and directives issued by SA Health.



- 6.12** Be on duty for each performance of Light Cycles and ensure that a suitable person in the Light Cycles team is available to cover your work & responsibilities in the event of illness or absence due to exceptional circumstances. A normal performance call will run from 3pm until midnight Tuesday to Sunday, and may start earlier or finish later due to maintenance & repair issues, or extreme weather events.
- 6.13** Fulfill the duties of Site Safety Officer during the bump-in providing inductions to new staff and contractors, undertaking hazard identification & mitigation and accident & incident reporting.

7. Location

The Light Cycles Production Manager will be based in the Illuminate Adelaide office at 12 King William Road, Unley, SA 5061 through the initial period of employment, and transfer to the Site Office in the Adelaide Botanic Garden in mid-June.

8. Remuneration

Salary to be negotiated with the successful candidate

9. Competencies

- 9.1** A minimum of eight years work at a senior management level in the events, festivals or performing arts sector
- 9.2** Demonstrated organizational ability
- 9.3** High level of proficiency in creating and maintaining Excel spreadsheets
- 9.4** Strong written and verbal communication skills
- 9.5** Drafting competency in AutoCAD or equivalent is highly desirable
- 9.6** Tickets in rigging, EWP, Boom Lift, Forklift, traffic management etc will be advantageous

10. Referees

Names and contact details of three referees must be supplied