

# Australasian Dance Collective

## ADC Production Manager

### Background Information

Australasian Dance Collective (ADC) is one of Queensland's leading contemporary dance companies, based in Brisbane, Australia. Established in 1984 as Expressions Dance Company, the company has created more than 200 works by national and international choreographers. We are defined by our commitment to excellence in both performance and sector development, contributing to the evolution and future of contemporary dance. Annually we create multiple new works, collaborate nationally and internationally and present performance seasons at major Australian venues.

### Purpose of the Role

This position is responsible for leading and delivering all production and technical aspects of ADC's artistic program. The Production Manager works across the entire organisation to ensure the successful realisation of mainstage seasons, touring activity, and associated programs, maintaining the highest standards of technical excellence, safety, and efficiency.

### Reporting Relationships

This position reports to the Artistic Director & CEO and works in close collaboration with the Head of Operations, creative teams, and external production partners.

### Key Responsibilities

#### Production and Technical Delivery

- Lead the planning and delivery of all production and technical aspects of ADC's program.
- Collaborate with creative teams to realise artistic concepts across all production elements.
- Develop and manage production schedules across creation, rehearsal, and presentation phases.
- Engage and manage technical and production personnel as required.
- Oversee logistics, freight, and touring operations, including acting as Tour Manager where required.

#### Venue and Stakeholder Liaison

- Manage relationships with venue technical teams to ensure seamless delivery of all productions.
- Prepare and oversee technical documentation, schedules, and production requirements.
- Lead on-site delivery including bump-in, season operations, and bump-out.

#### Health, Safety and Risk Management

- Lead WHS compliance and risk management across all production activities.
- Develop and maintain risk assessments aligned with ADC's Risk Management Framework.

#### Music Rights and Licensing

- Secure and manage music rights and licensing requirements.
- Ensure all royalty obligations are met.

### **Assets and Resource Management**

- Oversee all production assets including equipment, sets, props, and costumes.
- Maintain asset registers, storage systems, and equipment lifecycle.
- Identify efficient and cost-effective use of resources.

### **Budget Management**

- Develop and manage production budgets in collaboration with AD/CEO.
- Monitor expenditure and ensure alignment with ADC financial policies.
- Balance artistic outcomes with financial responsibility.

### **Operational Support**

- Support broader operational activities including touring logistics, technical systems, and special projects.

### **Qualifications and Experience**

- Demonstrated experience in production management within the performing arts sector.
- Strong technical knowledge across lighting, sound, staging, and production systems.
- Experience managing productions across multiple venues and/or touring contexts.
- Experience in budgeting and financial management of productions.
- Strong understanding of WHS requirements in live performance environments.
- Experience working collaboratively with artists and creative teams.
- A passion for contemporary dance and the performing arts.

### **Selection Criteria**

- Proven experience delivering complex productions to a high standard.
- Strong leadership and team management capability.
- Exceptional organisational and time management skills.
- Ability to manage competing priorities and problem-solve under pressure.
- Excellent communication and stakeholder management skills.
- High level of attention to detail and accountability.
- Demonstrated ability to balance artistic ambition with operational and financial realities.

### **Conditions of Employment**

This is a fixed-term contract position, with the option to renew annually, dependent on funding. Salary will be negotiated based on experience, plus 12% superannuation. Annual leave accrued 4 weeks annually (pro-rata), plus other leave entitlements.

This position is full-time, based at the ADC office at the Judith Wright Arts Centre, Fortitude Valley. The role requires flexibility, including after-hours and weekend work, and the ability to travel nationally and internationally. Outside of production delivery, ADC working hours are between Monday to Friday, 9:00am to 5:30pm. Flexible work arrangements can be negotiated.

Ideally, commencement for this position will be mid-late September 2026, with a probationary period of 3 months.

**Other Requirements**

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. You must hold a Blue Card or be eligible to apply.

**Access and Inclusion**

Australasian Dance Collective is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

The Collective encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

**How to Apply**

To apply, please submit:

- Brief cover letter
- Resume
- Response to selection criteria (2 pages maximum) addressing your suitability for the role
- For shortlisted candidates, we will require details for two professional references.

**Applications for this position close at 5pm, 14 May 2026.**

Please submit your application to: [apply@australasiantancecollective.com](mailto:apply@australasiantancecollective.com)

Interviews for successful applicants will be scheduled shortly after the closing date. Please note that ADC reserves the right to interview and hire applicants prior to the closing date.