

**NOTES**

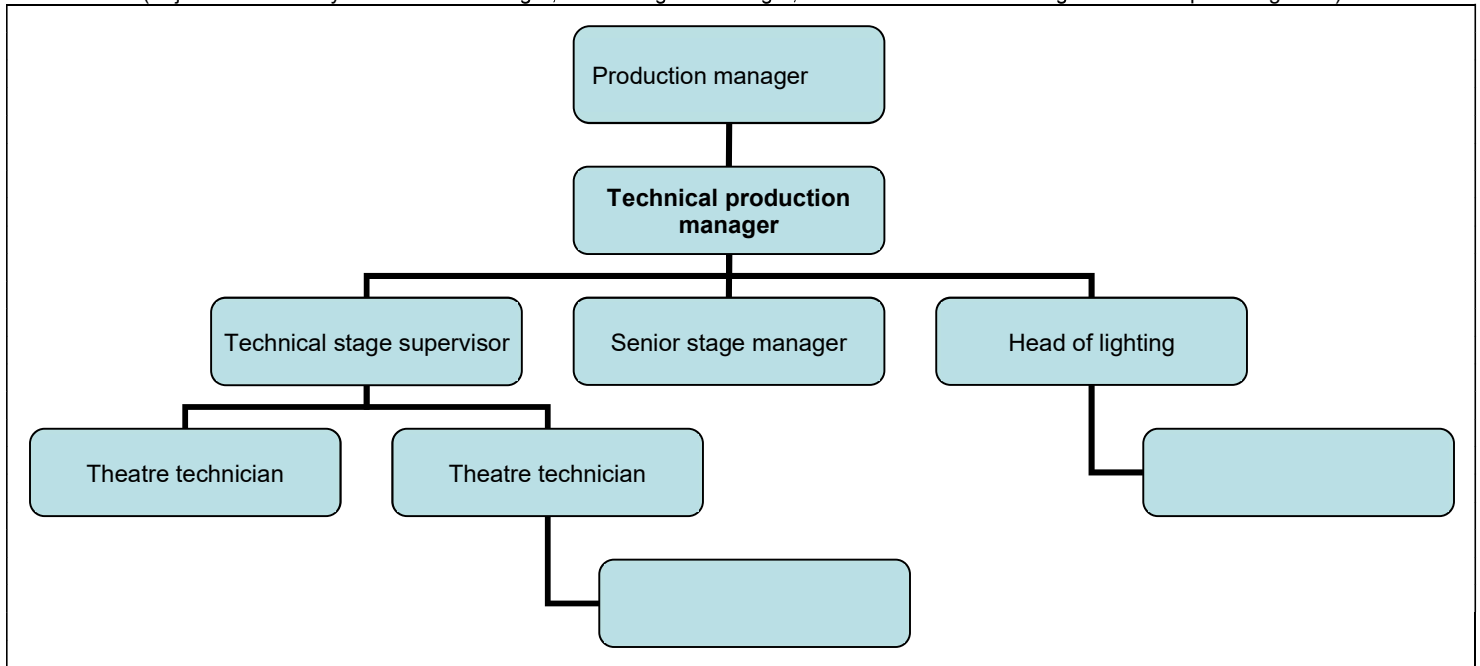
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

|  |                                       |                             |  |
|--|---------------------------------------|-----------------------------|--|
| Position title                             | Technical Production Manager: Theatre |                             |  |
| Job title (HR Business Partner to provide) |                                       |                             |  |
| Position grade (if known)                  | 10                                    | Date last graded (if known) |  |
| Academic faculty / PASS department         | Humanities, Baxter Theatre Centre     |                             |  |
| Academic department / PASS unit            | PASS                                  |                             |  |
| Division / section                         | Baxter: Production Management         |                             |  |
| Date of compilation                        | December 2023, updated 18 Oct 2024    |                             |  |

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to supervise a team of technicians and stage managers to serve all productions and events according to the needs required at the Baxter Theatre Centre and to keep all equipment in good working condition.

This includes but is not limited to:

- Serving as a member of the management team and planning team.
- Responsible for overall production management and health and safety for all projects produced in-house and external productions (locally and abroad)
- To seek out and hire the best technicians available to fit the special needs of productions.
- To compile and source the technical specs and requirements on all productions and to practically implement these requirements.
- To oversee the smooth technical operations of all productions and events.
- To practically set up sound designs and equipment and manage the operations of these.
- To practically set up all audio-visual equipment, lighting and stage equipment/sets.
- To ensure the set-up of all above technical aspects within deadlines and the smooth running for the performance period.
- To manage the theatre production team in absence of the production manager.
- To supervise the construction of any sets and the sourcing of props and costumes for the production.
- To ensure all theatre lighting, sound, AV equipment, production tools and machinery is maintained in good working condition.

**CONTENT**

| Key performance areas             | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)   | Outputs<br>(Expected results)  |
|-----------------------------------|-----------------|---|--|
| 1<br><b>Staff management</b>      | 30%             | <ul style="list-style-type: none"> <li>Supervise the production team and ensure that their jobs are successfully carried out within all production phases.</li> <li>Ensure that production staff are scheduled and directed for both in's, strikes and general maintenance for all the Baxter Theatre venues.</li> <li>Liaise closely with the production manager to ensure adequate staffing is provided for all Theatre and venue activities.</li> <li>When extra technical staff are needed to seek out, hire and supervise the best technicians to fill the special needs of productions.</li> <li>To supervise set and props construction</li> <li>To ensure the set-up of all technical aspects within deadlines and the smooth running for the performance period</li> </ul>   | <ul style="list-style-type: none"> <li>All productions (this includes Baxter produced productions and external tenants) are fully resourced with the appropriately trained staff.</li> <li>Professional relationships within and across sections.</li> <li>Staff trained as appropriate</li> <li>Employees are well informed and motivated</li> <li>HR processes and policies maintained.</li> </ul> |
| 2<br><b>Technical Supervision</b> | 30%             | <ul style="list-style-type: none"> <li>Co-ordinate all technical requirements for all activities in the Baxter Theatre Centre</li> <li>Liaison with clients for incoming productions and events to make sure their technical requirements are met</li> <li>To provide venue plans and lists of available equipment to determine the need of such productions.</li> <li>Controlling and ordering of consumable stock, eg globes, batteries etc.</li> <li>Supervise maintenance of electrical, lighting, sound and theatre equipment</li> <li>Monitor all future equipment needs</li> <li>To maintain scenery, lighting, sound stores and workshops in optimal condition.</li> <li>To ensure all lighting, sound, AV equipment, tools and machinery is maintained in good working condition.</li> <li>To maintain all performance spaces in optimal working condition.</li> <li>To pursue improvements both backstage and in public areas.</li> <li>To accompany productions on tour and supervise all technical aspects relevant to such productions.</li> </ul> | <ul style="list-style-type: none"> <li>Smooth running of these elements during all phases of production within all departments.</li> <li>Maintaining high technical standards and ensuring the effective use of all equipment in the Baxter Theatre Centre.</li> <li>To keep all technical equipment in optimal working condition.</li> </ul>  |

|   |                              |     |   |   |
|---|------------------------------|-----|---|---|
| 3 | <b>Production Management</b> | 25% | <ul style="list-style-type: none"> <li>Responsible for pre-production (planning) stage as well as the production (control and supervision) stage.</li> <li>Oversee the production process, drawing up a production schedule in conjunction with the production manager.</li> <li>Ensure that the production is cost effective.</li> <li>Oversight and sourcing of props, furniture, materials for set construction and equipment for productions and the various venues throughout the Baxter Theatre Centre.</li> <li>Provide oversight and input into the compilation and finalization of the technical rider's contracts for touring productions in consultation with the Project Manager and Tour Coordinator.</li> <li>Provide oversight and input with regards to managing and coordinating shipping of sets, costumes, and props.</li> <li>Arrange for transportation of sets, costumes, and props to and from venues both locally and internationally.</li> <li>To provide venue plans and lists of available equipment</li> <li>Attend management and planning meetings</li> </ul> | <ul style="list-style-type: none"> <li>The production requirements are meant in terms of technical requirements.</li> <li>That they are delivered in the time frames that are set in consultation with the producer and the director of the production.</li> <li>The efficient and safe transportation of equipment to the designated venue.</li> </ul> |
| 4 | <b>Health and safety</b>     | 15% | <ul style="list-style-type: none"> <li>Oversee and reinforce all Health and safety matters and standards in all venues throughout the building as well as on tour.</li> <li>To stay up to date on Health and safety issues</li> <li>To be part of the Health and safety committee</li> <li>Ensure that all production activities and equipment is compliant with the Health and Safety Regulations.</li> <li>Ensure that the equipment, venues, performers and staff are safe whilst working in the Baxter Theatre Centre</li> <li>Report any injuries on duty for both Production staff and any other performers.</li> </ul>   | <ul style="list-style-type: none"> <li>Health and safety requirements are met and maintained.</li> <li>Equipment is checked and user friendly and in compliance with the set standards.</li> </ul>  |

### MINIMUM REQUIREMENTS

|   |   |       |                                    |       |
|---|---|-------|------------------------------------|-------|
| Minimum qualifications  | Degree/Diploma in Theatre & Performance Arts or a relevant technical field (NQF level 6)  |       |                                    |       |
| Minimum experience (type and years)   | At least six year's recent and relevant working experience within a medium to large commercial theatre, events company or theatre supply company especially in a supervisory position.  |       |                                    |       |
| Skills  | <ul style="list-style-type: none"> <li>• Supervisory skills and management abilities.</li> <li>• Strong organization, planning and administrative skills.</li> <li>• Theatre production, maintenance and project management skills.</li> <li>• Time management and communication skills</li> <li>• Analytical thinking and problem solving.</li> <li>• Strong computer skills with high level proficiency, particularly in MS Office, email, CAD and Excel and Qlab.</li> </ul> |       |                                    |       |
| Knowledge   | <ul style="list-style-type: none"> <li>• An extensive working knowledge of a large theatre that is a producing house would be advantageous.</li> <li>• Knowledge of technical elements in theatre</li> <li>• Knowledge of programming on lighting consoles, sound desks and AV equipment.</li> <li>• Knowledge of health and safety standards and compliance.</li> </ul>  |       |                                    |       |
| Professional registration or license requirements   | N/A   |       |                                    |       |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | <ul style="list-style-type: none"> <li>• Be professional and deliver high quality work.</li> <li>• Be a team player.</li> <li>• Possess a high level of honesty and integrity in handling cash and or finances.</li> </ul>  |       |                                    |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence  | Level | Competence                         | Level |
|   | Analytical thinking / Problem solving   | 2     | Communication (verbal/written)     | 2     |
|   | Building Interpersonal Relationships/ stakeholder relations   | 2     | Individual leadership              | 2     |
|   | Results focus   | 2     | Resource/People management         | 2     |
|   | Client service and support  | 2     | University/Awareness               | 2     |
|   | Stress tolerance  | 2     | Conceptual thinking and innovation | 2     |
|   | Project management/time management  | 2     | Honesty and integrity              | 2     |
|   | Negotiation   | 2     | Decision-making/Judgement          | 2     |
| Attention to detail   | 2   |       |                                    |       |

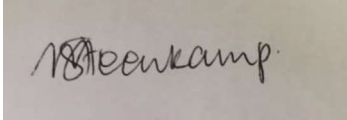


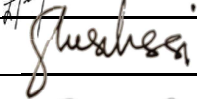

### SCOPE OF RESPONSIBILITY

|  |   |
|--|---|
| Functions responsible for                | As listed above in the position description.  |
| Amount and kind of supervision received  | Limited as the incumbent is expected to operate at an independent level.  |
| Amount and kind of supervision exercised | Supervision pertaining to the allocation and monitoring and evaluation of the output of the staff reporting into this post and the Production crew. |
| Decisions which can be made              | Limited to own job and that of the Production Crew.   |
| Decisions which must be referred         | Budget issues and artistic decisions that needs further consideration and approval.   |

### CONTACTS AND RELATIONSHIPS

|                 |  |
|-----------------|--|
| Internal to UCT | Baxter Management, all other Baxter staff members, the UCT community (staff university wide)                           |
| External to UCT | External production companies, theatres (both local and international), suppliers, patrons and all other stakeholders. |

### AGREED BY

|                                | PRINT NAME       | SIGNATURE  | CONTACT NO. | DATE            |
|--------------------------------|------------------|--|-------------|-----------------|
| Position Holder                | Vacant           |  |             |                 |
| Direct Line Manager/Supervisor | Marisa Steenkamp |  | 0812711098  | 18 October 2024 |
| Area Line Manager              | Lara Foot Newton |   | 0216803983  | 21/10/2024      |
| HOD                            | Lara Foot Newton |   | 0216803983  | 21/10/2024      |
| Dean / ED                      | Shose Kessi      |   |             | 24.10.2024      |
| HR Business Partner            | Unathi Maxhela   |   | 0216504600  | 21/10/2024      |