

hillsceneLIVE | Position Description

Production Manager

hillsceneLIVE Arts Festival 2025–2026

About hillsceneLIVE

hillsceneLIVE is an independent development program and arts festival celebrating experimental, emerging, and interdisciplinary art practices. We champion artists who take bold creative risks, challenge norms, and open space for new conversations. Our program supports the development of live and immersive works across performance, theatre, dance, sound art, spoken word, cabaret, durational performance, and those boundary-pushing works that defy categorisation.

The 2025–2026 festival season will see hillsceneLIVE evolve into a hybrid program of in-person and digital activations, delivered across the Dandenong Ranges and online.

This exciting transition allows us to engage with wider communities, foster deeper artistic relationships, and offer a festival experience that is dynamic, inclusive, and responsive to the evolving creative landscape.

Position Summary

The **Production Manager** is a key contract role responsible for overseeing all technical and production elements of the festival. Working closely with the Festival Director, Festival Producers, Artists, and other core team members, the Production Manager ensures all works are delivered safely, professionally, and in line with each artist's creative vision.

This role requires strong leadership, excellent problem-solving skills, and hands-on experience in technical production, particularly in the areas of lighting, sound, AV, and event delivery. The Production Manager plays an integral role in translating ideas into reality while maintaining clear communication between artists and the festival team.

Position Details

Position Type: Contract

Reports To: Festival Director and Festival Producers

Supervises: Technical crew, interns, and production volunteers

Location: Majority of tasks will take place on-site in the lead-up to and during the festival, with some pre-production work done remotely

Contract Period: Includes pre-production planning, festival delivery, and post-event wrap-up (timing to be confirmed based on festival schedule)

Key Responsibilities

Production Coordination

- Liaise with artists to assess and deliver on their technical and spatial requirements
- Coordinate all technical aspects of performances, installations, and site activations
- Create production schedules, site plans, equipment lists, and risk assessments
- Organise and manage the bump-in and bump-out of all festival infrastructure

Technical Delivery

- Operate or oversee operation of lighting, sound, and AV equipment during the festival
- Ensure safe and efficient use of all technical equipment
- Troubleshoot any issues that arise before or during performances
- Supervise equipment hire, transportation, and setup/pack-down logistics

Team & Site Management

- Lead a small team of volunteers or technicians during installation and festival delivery
- Work closely with site or venue managers and ensure compliance with safety protocols
- Ensure clear communication and collaborative working environments across all departments
- Maintain strong relationships with artists, crew, and stakeholders

General Duties

- Attend pre-festival planning meetings and site visits as required
- Support the delivery of a high-quality, artist-focused experience
- Contribute to debriefs and provide insights for future improvement
- Complete other duties as required by the festival team

Desired Skills & Experience

- Proven experience in production management for festivals, events, or performances
- Strong working knowledge of sound, lighting, AV systems, and staging requirements
- Excellent time management and organisational skills
- Clear and confident communicator with a collaborative attitude
- Ability to manage multiple tasks under pressure in a fast-paced environment
- Current driver's license and access to transport is desirable
- First Aid certification and/or working with children check (optional, but beneficial)

What You'll Gain

- An opportunity to work on a cutting-edge live art festival with a passionate creative team
 - Hands-on experience in a professional, artist-centred production environment
 - Creative collaboration with interdisciplinary artists and practitioners
 - The chance to help shape and support emerging arts practice in meaningful ways
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Remuneration

- Contract fee to be negotiated in line with scope of work, experience, and festival scale
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Enquiries

If you're interested in this position or want to learn more, please contact:

Email: hello@hillscenelive.com

Website: www.hillscenelive.com

How to Apply

To apply please fill in this form: <https://forms.gle/CutE4tf16U7CfCkYA>