

Head of Production

Reports to: Leadership Team

Position type: Voluntary, Continuing

Commencing: March 2021

Time commitment: Approx. 4 hours per week, with increments towards each event

We are seeking a proactive, enthusiastic and meticulous Head of Production to join our team, helping us build inspirational and thought-provoking event experiences.

Key Responsibilities

Leading the event production team and function, this role will be responsible for, but not limited to:

- Build production strategy for 2021 - including both online, in-person and hybrid events
- Review, reflect and update production strategy annually
- Represent Production and event management expertise into Leadership team
- The overall event production execution, including setting timelines and maintaining quality of all TEDxMelbourne events
- Lead and manage Production team of approximately 8-12 volunteer members
- Overseeing production budget and cashflow

Support

The Head of Production works closely with Curation, Marketing and Production teams in the lead-up to each event. At a leadership level, the HoP is supported by all members of the Leadership team.

Role Requirements

- Ability to effectively communicate to the executive team and key partners
- Ability to understand TEDxMelbourne branding and the organisation's culture
- Ability to delegate and anticipate potential future challenges
- Leadership experience in a similar role
- 6+ years of experience producing major events and conferences for 2000+ pax as well as highly designed boutique events
- Creative and curious nature
- It would be extra if you have interests in: Innovation, design, technology, entertainment, new media or contemporary arts

Tools

- Microsoft Excel
- Google Drive
- Trello
- Slack

Key Deliverables

Events

Main Event TBC (in-person)

Salon Event TBC (hybrid)

Circles TBC (online)

Meetings

Monthly Full Team Meeting

Monthly Leadership Team Meeting

Fortnightly Leadership Phone Call

Production Team Meetings as appropriate

Event-specific WIP and strategy meetings as appropriate