

**Micro Galleries: Changing the World...in small and creative ways**

**PRODUCTION MANAGER**

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**COMMENCEMENT DATE:** 13 September, 2017

**CONTRACT PERIOD:**

Approximately 30 hours from 13/9/17 - 29/9/17

Full time for production week and event: 30/9/17 – 8/10/17

Approximately 10 hours from 9/10/17 – 13/10/17

**FEE:** AUD800

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**Micro Galleries:**

Micro Galleries is a not-for-profit global arts initiative that reclaims disused and forgotten public spaces and reactivates them with a community arts festival and open-air galleries that are free and accessible to the local community. We travel to different places around the world where we think we can use art to make positive social change. Micro Galleries works with local and international artists to change the landscape of public spaces and turn them into an interactive gallery that breaks down the walls that traditionally houses art. We call it “urban acupuncture”.

We temporarily inhabit small pockets of public space and turn them into galleries and an inclusive event space. This outdoor area is reactivated with a form of “urban acupuncture” through free art, workshops and talks, think-tanks and art tours to explore global and local issues.

**Aims:**

MG aims to demonstrate that art is for everyone and can have a positive impact on a community; that art does not have to only be presented in galleries and theatres, but can break out of these spaces and ingrain itself into a community; that a community can have ownership and involvement in the creation and appreciation of art work and that art can change how people perceive social issues or their environment in a positive way – even if it simply changes someone’s day for the better; that street art isn’t just graffiti and vandalism but a way to reactivate spaces in a community and change a town into a fun, exciting, curious and wonderful canvas of works.

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**MG seeks a Production Manager to oversee the planning, preparation and execution of its Micro Galleries Jakarta (6-8 October, 2017)**

The Production Manager is responsible for coordinating, overseeing and executing all aspects of production and installation for Micro Galleries Jakarta.

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**Specific Responsibilities (including, but not limited to):**

1. Finances

- Assist in the development of, supervise adhere and report to the production budget

2. Schedules

- In collaboration with Artistic Director and Creative Producers, develop production schedules for all components of Micro Galleries Jakarta
- Determine set up-in and tech schedules for any works that require it, and pack-up and returns of equipment
- Schedule and manage all production meetings with relevant artists and parties

4. Production Liaison and Support

- Facilitate clear communications throughout the production process, and act as a liaison between directors, producers, business/venues and artists
- Conduct site-inspections as required
- Ensure best practise and compliance with all laws and regulations and requirements
- Manage and execute on-site mounting in conjunction with creative team and volunteers
- As necessary, support artists and bump-in staff with hands-on projects including (but not limited to) pasting up, sound, video and projections, assisting with building elements of works, purchasing, sourcing and researching materials and techniques.

5. Artistic Planning and Production

- Remain across artistic planning in order to effectively manage the installations and to manage artist and creative team expectations
- Oversee sourcing and purchasing of necessary mounting materials
- Advise and assist with technological components of works
- Oversee the sourcing and hiring of production equipment as necessary, working to budget at all times
- Manage all production issues within the Micro Galleries spaces for the duration of Micro Galleries Jakarta
- Manage the set up
- Manage any pack up elements (though many works will be left up)

6. Safety

- The Production Manager is the Micro Galleries Safety Officer responsible for overseeing the maintenance of a safe work event
- Responsible for assisting in developing an overall Micro Galleries risk assessment to include the various sites and include in it a safety manual and addressing any safety hazards
- Conduct and document site inspections
- Maintain a safe work environment at all times.
- Address safety hazards with appropriate personnel promptly

**Both English and Indonesian is required for this role. To apply, please email your expression of interest and CV to [kat@microgalleries.org](mailto:kat@microgalleries.org) by 10/9/17**

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