

**SPARE
PARTS**
puppet theatre



**SPARE PARTS PUPPET THEATRE
PRODUCTION OFFICER**

JOB PACK

sppt.com.au



THE OPPORTUNITY

Spare Parts Puppet Theatre is seeking a full-time Production Officer to join our dedicated team.

The Production Officer will support creative teams to realise their artistic vision for our puppetry performances and audience engagement programs. Working closely with our Artistic Director, Creative Producer and alongside a Production & Technical Officer, they will drive the delivery of all production and technical aspects of our work.

The role would suit a production all-rounder who is enthusiastic about learning new skills on the job and sharing their existing knowledge in a collaborative team. The successful applicant will be an experienced and highly organised individual with an eye for detail and an ability to deliver on time and on budget.



ABOUT US

Spare Parts Puppet Theatre is a place where stories come alive in unexpected ways and where audiences of every age find something that speaks to them.

For 45 years Spare Parts Puppet Theatre has grown into one of Australia's most respected and inventive theatre companies. The company has been celebrated for imaginative storytelling that resonates with generations of audiences and for our deep commitment to puppetry as a contemporary artform.

As one of only a handful of Australian companies dedicated to creating and presenting new puppetry works, we develop productions across a wide range of formats. Our work spans ambitious theatre productions, adaptable shows for schools and smaller venues, and large-scale, interactive outdoor performances created for festivals and major events. The result is work that is innovative, distinctive, and joyful.

Spare Parts Puppet Theatre has seen enormous growth in the last five years with new puppetry performances, expanded creative learning programs, artist development initiatives and increased touring contributing to a strong sense of momentum and renewed purpose. Our artistic future is one filled with possibility.

A major milestone on the horizon is the opening of our new home within the Claremont Showgrounds in late 2026. The facility will include a purpose-built proscenium arch theatre and a flexible intimate studio that will open the door to new styles of performance and expanded programming across all ages. It offers a rare opportunity to reimagine how we present our work.

Also in 2026, Spare Parts Puppet Theatre will welcome our next Artistic Director to shape the creative vision, elevate the artform of puppetry and create puppetry that expands the way audiences see, feel and experience the world.

WHAT WE'RE SEEKING

The successful applicant will possess the following skills and experience:

Essential:

- Have a passion for arts and culture.
- Highly organised with the ability to manage multiple projects concurrently.
- Capacity to work autonomously, manage deadlines, problem solve and demonstrate initiative.
- Experience in construction and repair of sets, costumes and props.
- Lighting and sound operation experience.
- Experience in planning and scheduling for performing arts.
- Confident communicator with well-developed interpersonal communication skills.
- Strong computer skills and experience with relevant software for production management (QLab).
- Interest in theatre for young audiences and puppetry
- Current WA Working with Children's Check or willingness to obtain one.

Highly Desirable:

- Knowledge of workplace regulatory environment for performing arts environments.
- Budget management.
- Experience with scenic art.
- Stage management experience.
- Degree in Props and Scenery or Production Management or equivalent.
- Experience in 3D printing and laser cutting.
- EWP and Rigging experience and tickets.

Spare Parts Puppet Theatre is committed to equity and inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers and LGBTIQ+ people. Please phone us if you would like to discuss the role prior to your application.

WHAT WE CAN OFFER YOU

The Production Officer will have a direct and meaningful impact in our community by helping to deliver high-quality puppetry performances that inspire, excite and engage audiences. You'll work in a collaborative and supportive environment alongside puppeteers, creatives, producers and makers, with opportunities to contribute ideas, develop systems and shape how we work. In addition to hands-on experience across production, lighting, sound and stage management, we offer flexible working where possible, mentorship as needed, and access to professional development to support your growth within the creative industry.

Spare Parts Puppet Theatre offers great work life balance by comparison to many performing arts organisations. Our standard performance times are 10am and 1pm, meaning you work a traditional work day even during season, with only occasional work on evenings and weekends. At Spare Parts Puppet Theatre, production weeks are usually a 9am to 5pm workday.

You'll have opportunity to travel regionally, nationally and internationally, touring with some of Australia's leading puppeteers. Working in a puppetry company is never boring. One day you may be printing a puppet with a 3D printer, the next you are stage managing an immersive early years performance or bumping in a giant marionette whale!



HOW TO APPLY

Email the following to recruitment@sppt.com.au by **midnight 4 March 2026**:

1. cover letter (2 pages maximum) addressing the What We're Seeking points
2. up to date resume with a minimum of two referees

Applicants are encouraged to acquaint themselves with Spare Parts Puppet Theatre's vision and values, be creative in their applications and provide examples of their work if they wish.

TO DISCUSS THIS OPPORTUNITY:

Megan Fitzgerald
Creative Producer
(08) 9335 5044
recruitment@sppt.com.au

POSITION DESCRIPTION

The Production Officer will support Spare Parts Puppet Theatre's creative teams to realise their artistic vision for our puppetry performances and audience engagement programs. Working closely with the Creative Producer and alongside a Production & Technical Officer and a broad range of artists, technicians and suppliers, they drive the delivery all production and technical aspects of our work, on time and on budget.

ORGANISATIONAL RELATIONSHIPS

Reports to the Creative Producer

Direct reports include seasonal and casual employees engaged for production, technical and set, puppet and prop making duties

Supervision of interns and work experience students

DUTIES

PRODUCTION MANAGEMENT

- Consult with Artistic Director/Co-CEO, Creative Producer and guest directors to develop, manage and adhere to production schedules including rehearsals, production weeks and performance seasons.
- Work with production designers and construction teams in the realisation of sets, puppets, props and costumes for new work, on schedule and within budget parameters (from creative development through to world premiere season).
- Undertake or supervise the build and repair of sets, puppets, props and costumes for productions as well as source materials.
- Manage seasonal and casual production, technical and build crew.
- Coordinate documentation of new in-theatre productions including prompt script, stage and lighting plans, sound tracks, technical specifications/riders and archival filming.
- Review and update documentation of repertoire productions when remounted and ensure an up-to-date archive of production materials.
- Coordinate bump-in and bump-out of creative learning and audience engagement activities.
- Work with General Manager to plan and coordinate production and technical elements of stakeholder events such as opening nights, sponsor and donor events including props, equipment and lighting.

STAGE MANAGEMENT

- Undertake or supervise stage management of productions including scheduling, co-ordination of rehearsal room, media calls, bump-in and bump-out (includes touring).
- Undertake or supervise technical operations including rigging & focusing of lights, lighting and sound system maintenance.

DUTIES

WORKSHOP & STORAGE MANAGEMENT

- Ensure that the workshop is kept safe, is organised and complies with work health and safety legislation.
- Supervise contractors, independent artists, Artists in Residence, and students when utilising the workshop.
- Plan and coordinate storage of sets, puppets, props and costumes for productions, audience engagement programs and Festival & Events works.

EQUIPMENT MAINTENANCE AND RISK MANAGEMENT

- Plan, source, maintain and store technical equipment required for in-theatre productions, the workshop and audience engagement programs.
- Coordinate the repair of static and interactive front of house displays.
- Coordinate the servicing of theatre equipment, test and tag and ensure the theatre is safe.
- Contribute to Spare Parts Puppet Theatre's risk management matrix and procedures, undertaking risk assessments and ensuring all appropriate controls are in place and being followed.
- Take an active role in the ongoing implementation of WHS policies and procedures.

BUILDING MANAGEMENT

- Assist the General Manager and Audience & Operations Officer in monitoring the status of Spare Parts Puppet Theatre's premises, ensuring safety and security requirements.
- Oversee the maintenance of Spare Parts Puppet Theatre premises including the theatre, auditorium, dressing rooms, foyer, Creative Learning Centre, workshop, storage, studios and theatre equipment.

TOURING

- Preparation of production plans and technical requirements for company tours.
- Liaise with the Artistic Director/Co-CEO about repair and maintenance issues both pre-touring and post-touring activity.
- Oversee or coordinate repairs and maintenance as required and within budget allowances.
- Tour and Production Manager touring activity as required.

SPECIAL PROJECT

- Assist in the realisation of the refurbishment of the Ellie Eaton Theatre and Pavilion and the company's relocation to Claremont Showgrounds.

GENERAL ADMINISTRATION

- Assist the Creative Producer, Executive Director/Co-CEO and Artistic Director/Co-CEO in the development of budgets and monitor expenditure.
- Keep abreast of national and international trends in theatre production, technical and operations to embed best practice operations for Spare Parts Puppet Theatre seasons, tours, programs and projects.
- Other duties as required by the Creative Producer and Artistic Director/Co-CEO.

DUTIES

WORK HOURS

This is a full-time permanent position, averaging 38 hours per week. Office hours are between the hours of 8.00am and 6.00pm Monday to Friday in consultation with the Creative Producer. During performance seasons, presentations and tours, work hours will vary as mutually agreed to in advance with the Creative Producer.

WORK LOCATION

Spare Parts is based in Walyalup, Fremantle in Western Australia. In late 2026 the company will relocate to the Ellie Eaton Theatre at the Claremont Showgrounds. The Production Officer will at times be required to accompany regional, national and international touring.

SALARY

Commensurate with experience.

