



PRODUCTION MANAGER

Term of Employment: Full-Time, ideal start date November 4, 2024

Reports to: Managing Artistic Director

Salary Range: \$60,000-\$70,000 commensurate with experience

15 vacation days

Health Benefits

About the Thousand Islands Playhouse

The Thousand Islands Playhouse (TIP) is one of the top summer theatre companies in the province and the largest theatre company between Ottawa, Montreal, and Toronto. It welcomes over 40,000 patrons every summer, with a season running from May – October.

At TIP, we put *people* at centre stage. We believe that by shining a light on every person and their story, we will build an empathetic community with a broad worldview. We strive to nurture creative collaboration, foster engagement with the arts, and provide a fun and welcoming environment for all who come to visit us, Dockside.

THE POSITION

Reporting to the Managing Artistic Director, the **Production Manager** assumes responsibility for the day to day line management of production elements and staff of Thousand Islands Playhouse's (TIP) regular and ancillary programming. In association with the Technical Director, the Production Manager maintains a high level of artistic integrity, safety and appropriate working environment for artistic and production personnel. In association with the Operations Manager, the Production Manager works to support the maintenance and improvement of the facility with specific attention to the theatre spaces and equipment therein.

KEY RESPONSIBILITIES

- In association with the Technical Director, effectively manages the TIP production season and individual productions, as per approved budgets and schedules established by the Managing Artistic Director.
- Specifically manages all individual production budgets, and monitoring of accurate expenditures and in accordance with established financial practices and procedures.

- Work with the production's designers, and production staff to ensure that all productions are realized to the highest artistic standard, within the constraints of the TIP schedules and budget.
- In association with the Technical Director, plans and maintains the department schedules for each production and event.
- Maintains positive and constructive communication with all production heads, stage management, and crews.
- Maintain positive relationships with all Designers and Stage Managers.
- In association with the Technical Director, manages salaried staff and casual staff during load ins, load outs and throughout the tech process.
- Acts as the primary Production Liaison for all TIP rental clients: answering production-related questions, approving production schedules, collecting all necessary information and passing it on the Head Technicians.
- Provides safe supervision of all production and rehearsal facilities.
- Other duties as designated by the Managing Artistic Director.

QUALIFICATIONS

The successful candidate is required to have the following knowledge and skills:

- Thorough knowledge of the Canadian Theatre Agreement, and other association agreements (ADC, etc).
- Working knowledge of provincial Employment Standards Act, and Occupational Health and Safety Act, with specific regards to live performance guidelines.
- Demonstrated experience in a professional or independent theatre context.
- Highly organized, accurate and detail-oriented with high professional standards.
- Ability to handle difficult situations with ease and humour, thrives in a fast-paced environment with multiple concurrent deadlines.
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision.
- Fall protection, Working at Heights, Standard First Aid, and PAL certifications are an asset.
- Proven ability to create and analyze budgets, spreadsheets, and production costing.
- Strong interpersonal, and oral/written communication skills.
- Must have a Valid G-class driver's license.
- A passion for theatre and live performance.

WORKING CONDITIONS

- Performs most duties in a regular office, construction shop, and backstage environments.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work will occur outside of regular office hours including evenings and weekends.
- Position requires attention to detail in the management of resources including facilities, personnel, and budgets, delivering on multiple deadlines, planning, analysis, coordination, and cooperation.

TO APPLY

Please send your resume and cover letter via email to Managing Artistic Director, Brett Christopher at jobs@1000islandsplayhouse.com.

[We thank all applicants, but only those candidates selected for interviews will be contacted.]

The Thousand Islands Playhouse is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis.

We are committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation, please let us know.

The Thousand Islands Playhouse is committed to increasing the representation of historically marginalized groups throughout the organization. In particular, we are prioritizing Black, Indigenous, and People of Colour in our hiring practices. Those who would like to self-identify in their cover letters are welcome to do so, however it is voluntary and not required.