



PLEASE POST IMMEDIATELY

MARCH 2, 2020

Are you someone who is determined to bring your experience, energy and enthusiasm to one of Canada's venerable cultural institutions? Do you have a strong sense of financial and administrative acumen? Do you have keen experience in crew management? Are you a born troubleshooter and love solving problems? Do you have a track record of success in moving organizations forward? Do you love theatre and are passionate about it?

PRODUCTION MANAGER

The Production Manager has the primary responsibility for management of all technical and production elements of Factory's activities. Reporting to the Managing Director and Artistic Director, this position maintains a high level of artistic integrity, safety and appropriate working environment for artistic and production personnel. The Production Manager also works to support the maintenance and improvement of the capital facility with specific attention to the theatre spaces and equipment therein. The position supervises all production related and technical staff, including designers, IATSE crews, contract technical directors, props and wardrobe labour.

The primary responsibilities of Factory Theatre's Production Manager are:

- Preparing production budgets, management and monitoring of accurate expenditures and ensuring adherence to production, staffing, and maintenance budgets.
- Acting as staff supervisor for all Factory Theatre technical staff, specifically the Mainspace and Studio Head Technicians, in addition to contracted production and creative team members, staff, IATSE Technicians, and volunteers.
- Authorizing payroll for production staff and all production-related accounts payable and expense reports.
- Providing annual performance reviews and ongoing feedback for all reporting staff.
- Ensuring that all production personnel are well trained, versed in and compliant with current safety practices and legislation.
- Ensuring the coordination of all production elements for Factory productions, presentations, and festivals and overseeing all production meetings.
- Negotiation of production personnel contracts, including but not limited to designers, stage managers, heads of departments, etc. Providing technical assistance and orientation to rental companies.
- Planning and maintaining the production schedule for each show and scheduling build times for carpentry, prop and wardrobe shops and stage crews.
- Costing and negotiation of prices with vendors and rental agents for various equipment and repair.

- Overseeing the day-to-day and ongoing maintenance of the theatre facilities (specifically the theatre and artist spaces ie. green rooms), including the inventory therein.
- Keep thorough and secure inventory of tools and stock.

The responsibilities listed above address the key duties of the position. The Managing Director and Artistic Director, will occasionally request additional responsibilities from the Production Manager. They will however, not be unreasonably assigned.

This is a full-time, permanent position with an annual salary of \$50,000, and benefit package. Normal work hours are Monday – Friday, 9 – 6, and weekend and evening work as required by events and show openings.

Candidate Profile:

- Post-secondary degree or equivalent experience, with a specialization in theatre and a passion for Canadian theatre.
- Four to five years of experience working as a production manager in a professional or independent theatre context.
- Working knowledge of the Canadian Theatre Agreement, and other association agreements (Associated Designers of Canada, etc.)
- Experience working in an IATSE context is an asset.
- Working knowledge of Ontario’s Employment Standards Act, and Occupational Health and Safety Act, with specific regards to the live performance guidelines.
- Ability to create construction drawings in AutoCAD for all scenic elements.
- Experience working with QLab, ETC Lighting Boards, and analogue and digital sound boards.
- Valid G-class Driver’s License.
- High professional standards with acute attention to details.
- Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people.
- Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner.
- PAL Certification and carpentry skills are an asset.
- Proficiency in Microsoft Office.

ABOUT THE COMPANY:

Factory Theatre’s mission is to enthrall audiences with the imagination of Canadian playwrights and develop the next generation of intercultural theatre artists. For almost 50 years, Factory has produced more than 300 productions from some of Canada’s top playwrights and helped launch the careers of countless theatre professionals.

DEADLINE FOR APPLICATIONS: SUNDAY, MARCH 22, 2020, @ 11:55 PM

APPLICATIONS:

Please send **resume with cover letter** in pdf format (please label the pdf with your name: SurnameFirstname.pdf) via email to:

Jonathan Heppner, Managing Director
careers@factorytheatre.ca

NOTE TO APPLICANTS:

Applications will be reviewed as they are received; interviews will be held in April with an expected start date in April/May, 2020. We thank all applicants for their submissions, but only applicants selected for an interview will be contacted.

All applications will be treated in confidence. No telephone inquiries please. Factory Theatre is committed to diversity and inclusiveness in its employment practices and in all its work. We encourage applications from all qualified candidates.