

**FULL-TIME POSITION AVAILABLE FOR
SENIOR PRODUCTION MANAGER**
START DATE: December 2021 – January, 2022

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a civic role in our community through free youth and education programs, in schools and in the community, the Community Conversation series, artist training, environmental sustainability initiatives, and newcomer welcome programs.

Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price for all our programs. During COVID, Soulpepper has adapted to digital platforms offering free shareable content, including audio plays, play readings, workshops, interviews, and concerts. Looking forward to 2022, we are planning a return to in-person programming with shows and educational programs resuming at our home, The Young Centre for the Performing Arts.

Soulpepper is committed to pursuing Radical Inclusion, that is, building a program and organization where everyone's experience is both valued and reflected. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, Queer, Trans, and Disabled persons.

THE POSITION

The Senior Production Manager (the "Senior PM") has the primary responsibility for managing the production and technical elements of Soulpepper's activities. Reporting to the Executive Producer, the Senior PM is Soulpepper's senior production staff member and oversees a department of 3 full-time salaried staff (Assistant Production Manager, Technical Director, and Head Carpenter), contract department heads and assistant positions, crew and show personnel. The Senior PM leads on the planning and execution of Soulpepper's season (including but not limited to season productions, concerts, presentations, tours, Academy showcase), and when necessary, events within its joint venture the Young Centre for the Performing Arts. They will maintain a high level of artistic integrity, safety and an appropriate working environment for artistic and production personnel.

KEY RESPONSIBILITIES

- Managing all production components of the Soulpepper season and relevant Young Centre productions including all scheduling, facilitation between directors and designers, liaising with production staff of the performance venues, and facilitating all production and design meetings.
- Recruiting, training, coaching, and evaluating the production team and technical staff.
- Participate in the planning and preparation for each season, costing and budgeting potential productions.
- Working closely with the Executive Producer to develop and manage the production departmental budget.
- Line manage Soulpepper's Assistant Production Manager, Technical Director, Head Carpenter, and other production staff.
- Work closely with Executive Producer to develop project and departmental budgets.
- Consult with Artistic Director, Executive Director, and Executive Producer on longer term production planning for Soulpepper, including work at other venues, touring productions, digital and multidisciplinary projects.
- Contribute to the ongoing conversation about capital maintenance and development of theatre spaces, with a particular focus on equipment replacements and upgrades.
- Identify strategies for potential commercial development of Soulpepper's wardrobe and props inventory.

- Develop strategies for how Soulpepper production can be best in class in its commitment to environmental sustainability.
- Represent Soulpepper production department externally in groups such as the Ontario Production Managers, and at industry wide events.
- Demonstrate a commitment to Radical Inclusion, working to ensure that Soulpepper's values manifest themselves in the department's work.

SKILLS AND EXPERIENCE

- Significant experience working in a professional or independent theatre context, including at least 5 years in a management position.
- Up to date knowledge of theatrical production methods and practice including safe and efficient labour standards.
- The ability to analyze and create budgets, spreadsheets, and production costing.
- Working knowledge of the Canadian Theatre Agreement (CTA), PACT-ADC (Associate Designers of Canada) Agreement), as well as relevant experience with IATSE Local 58 & 828 Collective Agreements.
- Valid G class driver's license
- Fall protection, Working at heights, WHMIS, PAL, and FE certifications are assets.
- Demonstrated attention to detail and accuracy
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Strong interpersonal and oral/written communication skills
- Excellent time management, organizational and administrative skills
- A passion for theatre and live performance

WORKING CONDITIONS

Performs most duties at the Young Centre for the Performing Arts, both in a regular office, backstage and shop environment. 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 on evenings and weekends.

COMPENSATION

Salary \$65,000-\$75,000

15 annual vacation days plus 5 paid sick days and 5 personal days. Health and dental benefits.

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, will only contact those selected for interviews.

Please email a resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization no later than

November 4, 2021

Please quote *SPM2021* on the email subject line when applying Email: SrProdManager@soulpepper.ca