

**FULL-TIME POSITION AVAILABLE FOR
PRODUCTION MANAGER
START DATE: NOVEMBER 2023**

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 education programs, 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.

For over 15 years, Soulpepper has been delivering youth and education programs in school and community settings and at The Young Centre for the Performing Arts (Young Centre). Soulpepper's Education department works in school and community settings across Southern Ontario, welcomes school and community groups to the theatre, and supports the creative development of young people through programs such as our Soulpepper Academy, City Youth Academy, Summer Mixtape, and Curtain Up series.

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 Production Manager assumes responsibility for the day to day line management of production elements and staff on Soulpepper's regular and ancillary programming. Reporting to the Senior Production Manager, and 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 Young Centre for the Performing Arts Building Operation Manager, the Production Manager works to support the maintenance and improvement of the facility with specific attention to the theatre spaces and equipment therein, as part of the management agreement between Soulpepper Theatre and the Young Centre for the Performing Arts.

KEY RESPONSIBILITIES

- In association with the Technical Director, effectively manage the Soulpepper production season and individual productions, as per approved budgets and schedules established by the Senior Production Manager.
- Specifically manage 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 Soulpepper schedules and budget.
- In association with the Technical Director, plan and maintain the department schedules for each production and event.
- Maintaining positive and constructive communication with all production heads, stage management, and crews.
- Contract administration for Designers and Stage Managers.
- Acts as the primary Production Liaison for all Young Centre rental clients: answering production-related questions, approving production schedules, collecting all necessary information and passing it on the Head Technicians.
- In association with the Technical Directors, supervise IATSE Stagehands during load ins, load outs and throughout the tech process.
- Thorough knowledge of the Canadian Theatre Agreement, and other association agreements (Associated Designers of Canada, etc.) as well as the various IATSE Collective Agreements in place.
- Working knowledge of provincial Employment Standards Act, and Occupational Health and Safety Act, with specific regards to the live performance guidelines.
- High professional standards with acute attention to details.
- Other duties as designated by the Senior Production Manager.
- Contributing to the overall success of Soulpepper and the Young Centre by accomplishing related results as needed.
- Demonstrate a commitment to Radical Inclusion, working to ensure that Soulpepper's values manifest themselves in the department's work.

SKILLS AND EXPERIENCE

- A high degree of professionalism and ability to handle difficult situations with ease and humour
- Demonstrated experience working in a professional or independent theatre context.
- 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 Locals 58 & 828 Collective Agreements.
- Valid G class driver's license
- Fall protection, Working at heights, Standard First Aid, and PAL 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 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 including some 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.

COMPENSATION

Salary \$65,000

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

October 6, 2023

Please quote PM2023 in the email subject line when applying via email to:
productionhiring@soulpepper.ca