



Production Manager – 4th Line Theatre

This is a Temporary, Full-time position.

Category: Production

Province: Millbrook, Ontario

Position: Production Manager

JOB DESCRIPTION:

The Production Manager is responsible for the management of all production staff and production elements of 4th line Theatre's activities. Reporting to the Artistic Director, and working with the General Manager, 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 facility with specific attention to the theatre spaces and equipment therein.

JOB DUTIES:

- Prepare production budgets, management and monitoring of accurate expenditures and ensuring adherence to production, staffing, and maintenance budgets
- Plan and maintain the production schedule for each show
- Contract and supervise production related staff and designers
- Ensure all production personnel are well trained, all activities in the production department are handled in a safe and responsible manner, and that the performance spaces are well maintained
- Create and maintain technical documentation and inventories
- Work with designers, directors and production staff to ensure that all productions are realized to the highest artistic standard, within the constraints of the 4th Line Theatre's schedules and budget

REQUIREMENTS:

- A thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, audio systems
- Thorough knowledge of the Canadian Theatre Agreement, and other association agreements (Associated Designers of Canada, etc.)
- Working knowledge of provincial Employment Standards Act, and Occupational Health and Safety Act, with specific regards to the live performance guidelines
- Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner
- High professional standards with acute attention to details
- Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people

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MANAGING ARTISTIC DIRECTOR
Kim Blackwell

CREATIVE DIRECTOR
Robert Winslow

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Robert Winslow

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Charitable Registration Number:
13762-2866-RR0001

QUALIFICATIONS:

- Post-secondary degree or equivalent experience, with a specialization in theatre and a passion for Canadian theatre
- Three to five years' experience working as a production manager in a professional or independent theatre context
- Fall Protection certification
- Valid Driver's License
- WHMIS Certification is an asset
- PAL Certification is an asset
- LE or FE Certification is an asset

ADDITIONAL INFORMATION:

- 4th Line Theatre is an equal opportunity employer and encourages applications from all qualified candidates.
- Start date is May 11, 2020 and runs through to September 4, 2020.
- **Salary:** Salary is competitive and will commensurate with experience.

CONTACT INFORMATION

Interested applicants should send a cover letter, current resume and references to Lindy Finlan at lindy@4thlinetheatre.on.ca