

## JOB POSTING – PRODUCTION MANAGER

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for a short-term **Production Manager** for its October production of Kim Blackwell and Lindy Finlan's *Bedtime Stories and Other Horrifying Tales*, directed by Kim Blackwell.

**Start date:** October 5, 2020; **End date:** November 4, 2020 (4.5 weeks)

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.

### Skill Requirements/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 is an asset
- Fall Protection certification
- WHMIS Certification is an asset
- Knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, audio
- 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
- A valid Ontario Driver's License and clean driving abstract are required; **A car is a requirement**
- Must enjoy working outdoors

### Responsibilities of this position will include, but may not be limited to:

- Prepare production budgets, management and monitoring of accurate expenditures and ensuring adherence to production, staffing, and maintenance budgets
- Plan and maintain the production schedule
- 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 the production is realized to the highest artistic standard, within the constraints of the 4th Line Theatre's schedules and budget

### Employer Information:

4th Line Theatre is an award-winning outdoor theatre company that presents regionally-based, environmentally-staged, historical dramas. Our performance venue is located on the Winslow farm, just outside of Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website [www.4thlinetheatre.on.ca](http://www.4thlinetheatre.on.ca)

\*4th Line Theatre can arrange temporary housing options for the length of the contract for out-of-town applicants.

Please send a resume and cover letter by **September 4, 2020** to:

Lindy Finlan

General Manager

[lindy@4thlinetheatre.on.ca](mailto:lindy@4thlinetheatre.on.ca)

**If applying by email, please note the position title in the subject line of your email.**

