

# ALBERTA THEATRE PROJECTS

## JOB POSTING – PRODUCTION MANAGER

At Alberta Theatre Projects (ATP), we create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future of how our company can be a leader in new play development and producing the finest contemporary theatre that engages our community by reflecting their stories on stage. The Production Manager is key to this as the lead over all crew departments, stage management, and our growing rentals business.

Alberta Theatre Projects is in a high growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre and we can't wait for you to join us on this journey. This role is targeted to start in January 2023.

### WHO YOU ARE

The Production Manager is a full-time, year-round, permanent role on our team and is an integral link between the staff and the guest artists. You are responsible for ensuring that the vision of the artist is brought to life on stage and that the process of doing so is done in a welcoming, respectful, and efficient manner, by pulling together the talents of a wonderful group of artistic and technical professionals.

As Production Manager, you are depended on for creating a budget that effectively allows productions to come to full fruition on stage which aligns with the vision, mission, and values of the company. You'll also take a lead role on operations of our very lucrative and growing rentals business, working closely with your counterpart in Front of House to deliver on client and patron experience.

The Production Manager will run a full team of technical personnel and reports directly to the Producer for the artistic portfolio and the General Manager for rentals.

We can't wait to welcome an energetic and collaborative leader that can hit the ground running and rally the team around our key priorities.

### WHAT YOU ARE RESPONSIBLE FOR

As a leader at Alberta Theatre Projects, you'll be the main person in charge of everything under the production umbrella, which includes:

- Financial reporting and budgeting for all production elements, including season shows, overhead, rentals, and personnel
- Overseeing all production operations
- Direct supervision and coaching of the Technical Director, Stage Managers, and production-specific support staff (such as Production Coordinators); indirect supervision of crew and assistant stage management staff

# ALBERTA THEATRE PROJECTS

## JOB POSTING – PRODUCTION MANAGER

- Acting as department head for Production
- Acting as knowledge expert for IATSE 212 agreement
- Rentals strategy and oversight
- Acting as a leader with Occupational Health & Safety protocols
- Stakeholder Relations as related to production

### WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- A positive attitude and a willingness to go above and beyond when necessary
- Exceptional communication, supervisory, and technical skills
- Strong, proven ability to manage, coach and mentor direct reports
- Experience managing production budgets for at least two (2) seasons
- Strong organizational skills, including balancing multiple responsibilities and effectively meeting deadlines
- Proven ability to work independently as well as within a team environment
- Experience with contract negotiation, execution and compliance; specific experience with IATSE 212, Canadian Actors' Equity Association, the Canadian Theatre Agreement, and Associated Designers of Canada are considered assets
- Being adaptable and able to work in a changing environment and take on special projects as required
- Available for evening and weekend work
- Alignment with Alberta Theatre Projects' mission, vision and values and commitment to equity, diversity and inclusion
- AutoCAD skills considered an asset
- A strong understanding/working knowledge of the Calgary theatre ecosystem

### WHAT WE CAN OFFER

This role is part of the administrative staff group and receives benefits as set out by staff policies. Annual salary range for this role is \$55,000 - 63,000. Alberta Theatre Projects is working hard to become an employer of choice and we're looking forward to being your choice employer through flexible hours, work from home opportunities, and a team environment.

### COVID-19 VACCINATION & MASK MANDATE

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before joining the organization. Employees must provide proof of their vaccination status to our human resources department. We also currently have a mask mandate in place for all employees in our office, building and venue.

# ALBERTA THEATRE PROJECTS

## JOB POSTING – PRODUCTION MANAGER

### DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

### APPLICATION PROCESS

Please email a letter of interest and resume in confidence to Claudina Morgado, General Manger, at [cmorgado@atplive.com](mailto:cmorgado@atplive.com) before December 01, 2022. Resumes will be reviewed as they are received and are held in strict confidence.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability. We also encourage you to self-identify as you are comfortable in your application. If you require any accommodations during the recruitment process, please let us know in the application process.

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, please. For more information about Alberta Theatre Projects please visit our website: [albertatheatreprojects.com](http://albertatheatreprojects.com).