

ALBERTA THEATRE PROJECTS

Production Manager

Alberta Theatre Projects is in planning for its 50th anniversary of producing live, professional, contemporary theatre in Calgary, Alberta. The tenure of Executive & Artistic Director Darcy Evans has brought a fresh perspective and compelling vision for the organization.

We create world-class contemporary theatre in Calgary from our home in the Martha Cohen Theatre. We are a national leader in new play development. Programming is driven by intersectionality and selected from the finest Canadian and international plays and new works commissioned and developed in-house. Our productions radically explore our space, blurring the line between the audience and the artist through multiple seating configurations each season.

The 2019-20 Season received outstanding reviews from theatre-goers and critics alike. The season included *The Lion, the Witch & the Wardrobe*, which smashed ticket sales records for our organization, as well as *Disgraced*, which was named Best Production of a Play at the 2019-2020 Calgary Theatre Critics Awards,

Alberta Theatre Projects produces six plays per season in multiple different seating configurations (Proscenium, Thrust, Bar, and Cabaret) in our home at the Martha Cohen Theatre in Arts Commons.

About the Position

The Production Manager is an integral link between the staff and the guest artists. They 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 respectful and efficient manner, by pulling together the talents of a wonderfully eclectic mix of people.

They are depended on for creating a budget that effectively allows production to come to full fruition on stage which aligns with the vision, mission, and values of the company.

The Production Manager leads operations of our very lucrative and growing rentals business and works closely with their 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 Executive & Artistic Director (EAD) and General Manager.

We are looking for an energetic and collaborative leader that can hit the ground running and rally the team around our key priorities.

As Alberta Theatre Projects plans for the return of full activities in the near future, this role is a part-time employee with a fluid schedule requirement until such time that productions are staged in the Martha Cohen Theatre, with plans to return to 1.0 full time equivalency (FTE) when operations return to normal capacity. Employment with Alberta Theatre Projects will begin as soon as the part-time role begins.

Key Priority Categories:

- Artistic Team Member

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- Financial and Budgeting
- Operations
- Crew Management & Scheduling
- Rentals
- OH&S
- Stakeholder Relations

Job Requirements

Education and Experience:

- Five+ years of relevant management experience in a theatrical setting.
- Strong budgeting experience in both, creation and administration.
- Working knowledge of either AutoCAD or Vectorworks.
- Proficient with Microsoft office, specifically with Microsoft Excel and spreadsheets.
- Working knowledge of Canadian Theatre Agreement, ADC agreements, and the contracting process
- Experience working with unions, with specific relationships with IATSE Local 212 or Canadian Actors' Equity Association considered an asset
- Strong relationships with Calgary's production, stage management, and design communities
- Collaborative and respectful working style and ability to build relationships with external stakeholders
- Valid driver's license
- Knowledge of Alberta labour legislation, Workers' Compensation Board procedures, WHMIS, and Occupational Health & Safety Standards

Nice to Have Skills and Abilities:

- A can-do 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.
- Strong organizational skills, including balancing multiple responsibilities and effectively meeting deadlines.
- Proven ability to work independently as well as within a team environment.
- Being adaptable and able to work in a changing environment.
- Available for evening and weekend work.

To apply please email a letter of interest and resume by email to krussell@atplive.com before October 10, 2020.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

Thank you to all applicants. Only those selected for interviews will be contacted. For more information about Alberta Theatre Projects please visit our website, albertatheatreprojects.com.