



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Assistant Production Manager

We're looking for an **Assistant Production Manager** and we're hoping that person is you! Now it is an exciting time to join our company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the $x^w m \theta k w \acute{e} y \acute{e} m$ (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.

- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

The Assistant Production Manager will work closely alongside the Director of Production, assisting them with the day to day operation of the Production department. This is a new position, and the chosen candidate will be a self-motivated individual with a drive to help shape the role, and provide administrative and organizational support where discovered. While a technical and stage management background would be helpful, anyone who is excited by arts administration and technical theatre is encouraged to apply.

DUTIES AND RESPONSIBILITIES

The Assistant Production Manager will report directly to the Director of Production.

Duties will include, but are not limited to:

- Coordination of Stage Management contractors
- Training, onboarding and support for Stage Management on Arts Club methods and the establishing of general practices consistent across all shows
- Sharing on call support for ongoing productions
- Assisting the Director of Production with general duties such budgeting and season planning and executing within the production department
- Maintaining schedule of deliverables across the Production department (Checking In with teams on progress, design deadlines, meeting schedules, etc.)
- Assisting with departmental communications

- Leading archival of past shows and maintaining and organizing of shared drives
- Establishing risk assessments of productions, and assuring their communication
- Attending production meetings
- Inventory and resource allocation and management
- Assisting with Tour schedules, travel and per diems in collaboration with the Tour Technical Director
- Assisting with onboarding of new production staff

SKILLS AND COMPETENCIES

- Excellent communication skills
- Strong computer literacy (Writing, Microsoft Suite, Spreadsheets)
- A passion for theatre and collaboration
- Excellent organizational skills
- Strong knowledge of theatre production, both from a technical and stage management perspective.
- A priority for the details

QUALIFICATIONS AND EXPERIENCE

The ideal candidate will have:

- A stage management or technical director/production management background or education
- At least 2 years of experience working professionally in production theatre
- A desire to further a career in Production Management
- Has a valid BC Driver's Licence

Preference will be given to individuals who:

- Has experience working specifically with the CTA (Canadian Theatre Agreement)
- Have experience working within a unionized environment

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD& D & LTD Insurance.
- Vacation time starting with 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Salary: \$60,000 per year

Employment Type: Full-time (40 hrs per week)

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: **Assistant Production Manager** – Arts Club Theatre Company- Your Name.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".