



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Production Assistant

We're looking for a **Production Assistant** and we're hoping that person is you! Now 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 xʷməθkʷəy̓əm (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 Production Assistant is a permanent full-time position, they will be working under the direction of the Production Administrator and the Director of Production.

The successful candidate must be familiar with the various aspects of a professional theatre company, and will have some technical knowledge, excellent communication skills and the ability to remain calm in stressful situations. They must be flexible in outlook and approach to the position and be diplomatic in dealing with all staff, volunteers and suppliers.

This is a unionized position under the Arts Club Theatre Company/I.A.T.S.E. 118 Collective agreement. Employment will be as required, depending on the specific demands of respective productions. Hours of work will be scheduled as needed. Occasional weekends, early mornings and evening hours may be required.

DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Pick up and deliver daily show laundry, equipment, and supplies for each of the production departments
- Drive the various company vehicles, including rental vehicles
- Purchase production materials and materials for other departments, as needed.

- Assist in the prop, scenery, paint & costume departments, as well as with stage crews and overall maintenance, as needed
- Assist with rehearsal hall setup and strike
- Pick up and deliver items for other departments, as needed
- Maintain the organization of our storage locations
- Handle cash deposits and managing purchases receipts.
- Responsible for the maintenance and care of the company vehicles

SKILLS AND COMPETENCIES

Include, but are not limited to:

- Some familiarity with various aspects of professional theatre
- Some technical knowledge around professional theatre
- Proficient in vehicle handling and route planning
- Ability to communicate effectively in writing and in person
- Ability to take direction
- Ability to safely lift heavy objects and to climb stairs/ladders

QUALIFICATIONS AND EXPERIENCE

- Valid class 4 BC Driver's License with the ability to safely drive a 5-ton truck
- Clean Drivers Abstract and claims history
- Bondable
- Valid passport with ability to enter the United States of America

BENEFITS

- Option to be included in IATSE RRSP Matching Program
- Comprehensive Benefits Package through IATSE Local 118
- Vacation days and PTO for illness and emergency as defined by the ACTC/IATSE CBA.
- 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:** \$30.94/hr. (according to IATSE Collective Agreement Sept. 24-27)
- ❖ **Employment Type:** Full Time
- ❖ **Expected Start Date:** August 17th, 2026

Where will preference be given?

- People with knowledge of Metro Vancouver and parts of the lower mainland.
- Holding additional certificates for one, or all of the following: Supervisor Safety, WHMIS, First Aid, Pyrotechnic, LPEC, possession of a current PAL license.

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: **Production Assistant** – 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: July 19th, 2026

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".