

Festival 2019 Company Manager

18 Week Work Placement Contract

Hourly Rate: \$15.00

Hours/Week: 35

Timeframe: April 29 – August 31, 2019

The position of Company Manager supports the company's mission and values with specific knowledge and work experience in the areas of festival administration and production. The Company Manager will work with the General Manager and Artistic Director to ensure the smooth operation of the company's general administration and production management, specifically the productions, programs and events relating to the annual Port Perry Summer Theatre Festival. The placement will execute and support key tasks in the areas of operation and production schedules & communications; pre, production and postproduction management (including budgets, personnel contracts and payroll reports); and support artistic and strategic planning. There is the opportunity to build skills and experience in both general arts and theatre specific operations and management.

Goal: To execute and support key production tasks as designated, ensuring the smooth day to day operations of festival events and productions.

General responsibilities: This position is responsible for the management of Port Perry Summer Theatre budgets, contracts, schedules, communications, and other pre and postproduction administration as required for specific productions and events. The Company Manager will report to and work under the direct supervision of the General Manager. The placement will also work on site with appropriate production & artistic team members, including the General Manager, dependent on the production or program.

Requirements

This is a government funded position with the following eligibility requirements:

- a) 30 years of age or under;
- b) Post-secondary diploma or degree;
- c) A Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act;
- d) Legally entitled to work in Canada; and
- e) Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

The successful candidate will also possess the following skillsets:

- Previous theatre production or management training and/or experience ideal
- Previous theatre experience and knowledge in any area a major asset
- Previous arts management training and/or experience an asset
- Event planning & scheduling experience
- Project management and budgeting skills
- Ability to work well in a high energy, multi-task environment

- Ability to work independently or with little supervision as required
- Strong written/oral communications and interpersonal skills
- Strong organizational skills
- Able to work well with multiple team players and Theatre 3x60 personnel
- Ability to represent and advocate for the organization and the sector.

The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the placement.

Applications will be accepted until April 1, 2019

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at info@theatre3x60.ca. We thank all applicants for their interest, but will be contacting only those candidates required for an interview.

“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available.”