



POSITION: Production Manager

COMPENSATION: \$4,000

SUBMISSION DEADLINE: January 21st, 2022

SCHEDULED PRODUCTION DATES: August 3 - 21st, 2022

PERFORMANCE VENUE(S): The Five Points Theatre (Barrie), the Simcoe Street Theatre (Collingwood)

Theatre by the Bay is a professional theatre company seeking to grow the Central Ontario arts community by empowering and employing local theatre artists, engaging local audiences with high quality programming, and telling stories that engage the diverse peoples of Barrie and Central Ontario.

PRODUCTION MANAGER

Reporting to the Artistic Director, the Production Manager will oversee the success of a new (to-be-announced) farce featured in the company's 2022 season.

RESPONSIBILITIES

- Working with the Artistic Director and Technical Director to ensure the production is delivered on time, on budget, and to the professional calibre expected of Theatre by the Bay's artists and audiences.
- Assisting with the development of the production calendars and ensuring they are strictly followed.
- Assisting with the schedule for, and transportation of, the show to/from Collingwood.
- Working with the director and designers involved to ensure the artistic quality of the pieces is of the highest quality.
- Assisting with administration and communication pertaining to the project.

REQUIREMENTS

- Experience in Production Management.
- Strong organizational skills and ability to multi-task and demonstrate grace and kindness under pressure.
- Attention to detail and strong communication skills are essential.
- Flexible scheduling when necessary.

Theatre by the Bay is committed to developing a safe and healthy workplace for everyone. We strongly encourage applications from Indigenous, Black, People of Colour, and 2SLGBTQ+ folks from within the Simcoe County community.

TO APPLY

If you have the qualifications to fill this role and feel you could make a meaningful contribution to TBTB, please apply by submitting your resume and cover letter in a single PDF to:

E-mail: heyjain@theatrebythebay.com

Subject: Production Manager Position