



## **Stage Manager / Production Assistant Contract**

**Application Deadline:** October 2, 2022

**Start Date:** December 2022

**Contract Length:** 14.5 weeks, with full-time work from January 9 to April 1, 2023

**Weekly Salary:** \$875.00

### **About Toronto Dance Theatre (TDT)**

TDT is the legendary artistic home and collaboration hub where, since 1968, curious creators, ensemble performers and audiences inspire each other to create and celebrate new explorations of dance – playful to provocative, from near and far – that reflect our times, our diverse cultures and communities. Ever fresh and adventurous, TDT is one of Canada’s leading innovators in contemporary dance while being one of the very few dance companies in the country with an ensemble of dancers.

Our organization is driven to create and produce new works, support dance artists in their choreographic practices, lead empowering activities in the community, and spark engaging experiences for audiences in Toronto, across Canada, and abroad. When joining the team at TDT, you are bridging connections between audiences and artists, and helping bring ideas and possibilities of today’s dancescape to life.

### **About The Role**

TDT is seeking an enthusiastic individual to join our team in the role of Stage Manager / Production Assistant. Reporting to the Production Manager, you will play an instrumental part of our team by supporting the rehearsal process, communicating artistic and technical developments to the team leading up to production weeks, creating and maintaining a prompt book for our two major productions this season, calling cues during performances, and ensuring the integrity of the show is consistent throughout the show run.

### Rehearsal Weeks

- Provide day-to-day support to the Rehearsal Director in distributing schedules or other information as required to guest artists, company members, and other TDT staff
- Be available to set up technical elements for classes and rehearsals, such as zoom sessions, projectors and screens, audio playback, and recording devices
- Collaborate with the Production Manager, Technician, and other TDT and building staff to ensure a clean and safe environment in rehearsal studios, performance areas and dressing rooms; this includes maintenance of the dance floor and ancillary spaces
- Communicate with the Production Manager and other TDT staff about technical, production, or other elements that are identified in rehearsal

80 Winchester Street, Toronto, Ontario, Canada M4X 1B2  
416.967.1365 | info@tdt.org

Charitable Registration Number: 11926 6351 RR 0001

**TORONTO  
DANCE  
THEATRE**

Andrew Tay  
Artistic Director

- Ensure that all required sets, costumes, and props are available and set up for rehearsal
- Maintain records of all production elements introduced in rehearsal, including ongoing maintenance, spiking, and facilitating the daily set-up/strike and transfer between rehearsal halls
- Attend production and staff meetings for the Season and show-specific events
- Maintain daily archival records of rehearsal, including audio and video materials
- Maintain a first aid kit for rehearsals

### Production Weeks

- Collaborate with the Production Manager to confirm production schedules
- Call all cues or other technical elements during performances.
- Maintain open lines of communication with performers and other staff regarding work in during technical rehearsals and performances.
- Provide direction to Head Technician as required during technical rehearsals and performances
- Create and provide records for the technical/cueing elements of works in Toronto Dance Theatre's repertoire

### **Who We Are Looking For**

- Completion of a post-secondary program in technical theatre, specializing in Stage Management or the equivalent combination (5 years or more) of stage management experience and education
- Experience in theatrical and/or dance stage management
- Excellent organizational and communication skills
- A strong team player, who also possesses the ability to work under their own initiative
- Strong communication skills, both written and verbal
- Working knowledge of the Ontario Health & Safety act as well as the current COVID-19 protocols, as laid out by provincial and municipal guidelines

Ideally, the candidate is available to start part-time, November 28, 2022, with the position moving to full-time from January 9 – April 1, 2023 inclusive.

Please note this position will operate out of TDT's office and facilities at 80 Winchester Street. Unfortunately, the building is not yet physically accessible. **COVID-19 safety measures are in place for all employees and the successful candidate will be required to demonstrate proof of full vaccination as a condition of employment.**

*To be considered, please send a cover letter and resumé by emailing the Production Manager, Tanya Bregstein, at [tanya@tdt.org](mailto:tanya@tdt.org) no later than **Sunday October 2, 2022**, outlining why you are the right candidate for the position. We thank all applicants in advance, but only those selected for an interview will be contacted.*

*Toronto Dance Theatre is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2IA+, First Nations, Inuit & Métis, people of colour, and people with disabilities.*

80 Winchester Street, Toronto, Ontario, Canada M4X 1B2  
416.967.1365 | [info@tdt.org](mailto:info@tdt.org)

Charitable Registration Number: 11926 6351 RR 0001

**TORONTO  
DANCE  
THEATRE**

Andrew Tay  
Artistic Director