



Production Manager – Contract

Application Deadline: Monday December 5, 2022

Start Date: As soon as possible

Contract Length: 15 weeks, January 2 – April 8, 2023, with overlap in December

Weekly Salary: \$1,100 + 4% vacation pay

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 outreach 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:

Toronto Dance Theatre is seeking a Production Manager to cover a leave from January to April 2023. Reporting to the Artistic Director and Managing Director, the Production Manager is responsible for managing all production and technical elements for TDT. The role supervises all production related staff, oversees production budgets and ensures a safe working environment for artists and staff. The Production Manager will have an interest in collaborating with a variety of artists and playing an active part in the creative process while ensuring high quality production value for the Company’s 2022/23 productions at the Winchester Street Theatre.

- Supervise technical staff including Stage Manager, Assistant Stage Manager, House Technician and crew
- Liaise with TDT Artistic Director and choreographers to assess production requirements and ensure adequate schedules and staffing; communicate these requirements to Technical Director as required
- Oversee the safe installation and restore of the Company’s productions including lighting, set and audio elements, maintaining the highest possible quality
- Coordinate with all designers, Artistic Director, and TDT staff to ensure production requirements are met
- Adhere to approved production budgets and manage expenditures, in close collaboration with the Associate Producer and Managing Director
- Work with the Toronto Dance Foundation to ensure the Technical Director schedule is set correctly and that any required over-hire technical staff is engaged. Manage the scheduling and

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416.967.1365 | info@tdt.org

Charitable Registration Number: 11926 6351 RR 0001

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Andrew Tay
Artistic Director

hiring of all over-hire technicians required. Receive, review, and process invoices or timesheets for technical staff as required

- Schedule and chair all production meetings, in collaboration with other TDT staff
- Work with the Toronto Dance Foundation and School of Toronto Dance Theatre to ensure production setups will not impede rehearsals or other activity
- Maintain clear records of works in TDT's repertoire, to facilitate remounts and re-creations when required, including scripts, cue lists, wardrobe information, scenic/masking details, sound/audio requirements, or any other relevant details
- Post-production, be responsible for the return of any rented equipment, storage of any TDT elements, or disposal of other goods in a timely manner
- Maintain health and safety practices for the company, participate in building wide Joint Health and Safety Committee to ensure production and technical staff are trained and compliant with current legislation
- Other duties as assigned

Who we are looking for:

With a passion for the arts, you have a few years' experience under your belt, ideally having worked at a performing arts venue in a managerial capacity. The successful candidate will have:

- Direct experience working for a theatre venue in a supervisory or managerial capacity
- Strong technical and production background through a combination of post-secondary education and a minimum of 3 years' theatrical experience working as a production manager
- Supervisory experience of staff and/or volunteers
- Proven experience with show budgets and managing expenses
- Strong collaborator with the ability to work with a range of people including technical, artistic and administrative roles
- Flexible can-do attitude with a willingness to jump in where needed
- Valid G-class driving license
- Familiarity with the dance sector, working with dance artists is a strong asset
- Experience working with theatre or performing arts on digital platforms is an asset
- Works independently while collaborating effectively with the larger team

Ideally, the candidate is available to start part-time in December 2022, for onboarding with the current Production Manager. The position will move to full time from January 2 – April 7, 2023.

Please note the working location for this position is TDT's office and facilities at 80 Winchester Street. Unfortunately, the building is not yet physically accessible. The role will also require work on evenings and weekends.

To be considered, please send a cover letter and resumé by email jessica@tdt.org no later than **Monday December 5, 2022**, outlining why you are the right candidate for the position. **TDT will be interviewing candidates as applications are received.** 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.

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