



**Production Manager**  
**Full Time Permanent**

**Application Deadline:** Wednesday, July 19, 2023

**Start Date:** August 15, 2023

**Salary:** \$47,000 + benefits (including health insurance, flexible working schedule during non-production weeks, and bonus days off in the summer months)

**About Toronto Dance Theatre:**

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.

**About Winchester Street Theatre:**

The Winchester Street Theatre is the historic home to Toronto Dance Theatre (TDT) in the Cabbagetown district of Toronto. As a hub dedicated to dance creation, research and performance, the 125-seat black box theatre and rehearsal studios are used by TDT as well as a wide range of arts and community groups. The building is managed by a Director of Operations who collaborates closely with TDT’s management team. The building is going through an exciting transition this year as space is becoming more readily available to support a greater array of dance artists and organizations, while offering new opportunities for TDT’s expansive artistic programming.

**About The Role:**

Reporting to the Artistic Director Andrew Tay and the Managing Director, the Production Manager is responsible for managing all production and technical elements for Toronto Dance Theatre. 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 all activities of the Company. The role will also be responsible for overseeing the upkeep of the theatre and related technical elements. This is a full time permanent with flexible working hours outside of production periods.

Responsibilities include, but are not limited to:

- Supervise technical staff including contracted production team and volunteers, including hiring, onboarding and scheduling staff

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



- Work with Managing Director to set production budgets and manage expenditures, ensuring adherence to budgets
- Maintain health and safety practices, ensuring production and technical staff are trained and compliant with current legislation
- Create and maintain production season and year-round schedules for TDT and the Winchester Street Theatre, collaborating with the building's Director of Operations
- Provide technical support during production season to daily rehearsal and creation process of TDT's ensemble
- Oversee external theatre rentals as it relates to staffing and scheduling
- Other duties as assigned

**Who we are looking for:**

With a passion for the arts, you have a few years' experience under your belt, working at a permanent 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 2 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;
- Experience in touring planning and management is an asset;
- Works independently while collaborating effectively with the larger team.

To be considered, please send a cover letter and resumé in one PDF by email to Interim Managing Director Diana Weir at [diana@tdt.org](mailto:diana@tdt.org) no later than **Wednesday, July 19, 2023**, 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.*

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