



JOB POSTING

MANAGER OF TECHNICAL PRODUCTION, FACILITIES, and RENTALS

APPLICATION DEADLINE: February 19, 2024
START DATE: April 29, 2024 (negotiable)
SALARY RANGE: \$60K - \$65K per year

LOCATION: Winnipeg, Manitoba
JOB FOCUS: Technical Direction, Production Management, Facility, and Rentals
EMPLOYMENT TYPE: Full-time, Permanent
HOURS : 40 hours per week (typically M-F, 9-5)
Hours vary according to the requirements of specific productions. The work of this position will often necessitate extensive hours per week prior to production opening.

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 51-year-old professional theatre company that produces, presents, commissions, and develops multi-disciplinary works for live performance and digital platforms. The vision for Prairie Theatre Exchange is to be vital, relevant, and responsive. We strive to be a centre for innovation in theatre and performance practice: a home for interdisciplinary and diverse works. We are a home for artists from the Prairies (Manitoba, Saskatchewan, Alberta) and beyond. We prioritize professional development for artists in the Prairies. We are a contemporary professional theatre company which reflects the ever-evolving communities and audiences we serve with artistry, confidence and heart. For more information: www.pte.mb.ca

THE CURRENT COMPANY

PTE is in a time of transition. This specific position is new to PTE and the successful candidate will play a key role in ensuring the success of PTE's season of productions, rental activities, and the smooth running of its 42,000 sq ft performance venue located at 393 Portage Ave (Portage Place Mall).

For the 24.25 season, PTE will be producing and presenting, live, a five-show season and one concert. One-off ancillary events are programmed as applicable.

PTE rents to various corporate, non-profit, and arts organizations, artists, and special interest groups. Our rental activity will continue into the coming years as scheduling allows.

JOB DESCRIPTION

Reporting to the Managing Director and Artistic Director, the *Manager of Technical Production, Facilities, and Rentals* encompasses four areas of operations totalling a full-time, permanent position.

1. Production Management (25%*)
2. Technical Direction (25%*)
3. Facility Management (25%*)
4. Rental Coordination (25%*)

*Exact distribution of workload will fluctuate depending on the needs of the organization and its activities.

GENERAL

- Uphold the professional image and name of PTE in good faith during all dealings with people such as but not limited to: staff, guest artists, the public, suppliers, sponsors, renters, and residencies
- Maintains a production quality of the highest standard
- Maintain professionalism, show flexibility, demonstrate sound judgement, and handle multiple tasks, and changing priorities
- Remain composed at all times
- Confidentiality is required
- Performs other duties as required by the AD or MD

PRODUCTION MANAGEMENT

- Oversees and ensures smooth operations of all production aspects for all productions produced or presented by PTE while encouraging the highest level of artistic creation and quality of production
- First point of contact for any production related matters/issues
- Develops production budgets in collaboration with the MD and AD
- Maintains accurate expenses of all production budget lines, while remaining within budget
- Responsible for hiring all stage management, casual, and seasonal staff, as applicable and required by the production, in consultation with the AD and MD
- Schedules all production department activity including but not limited to:
 - o production meetings
 - o stage management prep, rehearsals, performances
 - o tech week – set-up/load-in, hang and focus, rehearsals, etc.
 - o strikes/load outs
- Attends and leads production meetings
- Anticipate problems as related to all areas of production (including budgetary), and brings them to the immediate attention of the MD and AD with appropriate suggestions for solutions
- Understands and applies the terms and conditions of the CTA, the ADC Standard Agreement, and PTE's IATSE Agreement
- Communicates production activities to other departments, as applicable
- Supervise set-up, load-in, strikes and other hands-on work when appropriate and as required
- Report any and all incidents, as soon as possible, to the MD
- Communicate with designers, directors, stage management, and any other applicable personnel
- Advises on capital upgrades of the production department

TECHNICAL DIRECTION

- Responsible for planning, management, and supervision of all physical and technical aspects of all productions produced or presented by PTE
- Ensure all stage equipment, shop machinery, and tools are in safe and proper working order, within guidelines determined by PTE, the manufacturer, and within the confines of prevailing labour, building and fire codes
- Costing of all shows, communicating with designer and AD and MD, regarding costing and recommending possible avenues to ensure that the shows will come in, on, or under budget
- Approve of set, sound, and lighting designs with regard to safety, compatibility and scheduling
- Ensure construction or procurement of all scenery (rehearsal and final) for all PTE productions
- Supervise the fit-up, strike, and returns of all PTE sets, costumes, props, sound and lighting
- Responsible for the safe workings of all special effects including rigging
- Attend all production meetings
- Drive and pick up materials, as necessary

- Maintain PTE company vehicle
- Research and oversee installation of various capital replacement projects on an ongoing basis
- Facilitate technical meetings with all renting productions; Communicate with clients directly, assessing their event needs and helping them utilise equipment in relation to their events
- Ensure that all requests made by external clients are safe and do not contravene any PTE policies or procedures
- Develop and maintain database inventories for all technical equipment
- Maintain knowledge of the latest technology by researching new equipment, attending related training sessions, and obtaining appropriate operating licences.
- Analyse and fulfills technical riders for PTE presented productions
- Create and modify CAD drawings.
- Analyzes scripts for all technical elements
- Ensures compliance with Occupational Health and Safety regulations within areas of the production department
- Oversees installation and maintenance of technical equipment

FACILITY MANAGEMENT

- Ensure smooth running of all PTE facilities and schedule all facility maintenance activity as necessary
- Primary contact for all maintenance and repair work of PTE facilities
- First point of contact for any facility related matter/issue
- Responsible for maintaining and managing any and all facility requirements including but not limited to:
 - o Arranges and oversees contractors on site to complete building maintenance and repair work such as plumbing repair, carpentry, masonry, electrical work, painting, pest control, and HVAC work
 - o Maintain contractor and supplier contact lists
 - o Performs minimal general upkeep of building grounds (e.g. recycle clearing)
 - o Maintains all annual maintenance schedules and appointments
 - o Facilitates and organizes distribution of keys to staff
 - o Manages building security system, remaining on call for incidents during regular office hours and after-hours
 - o Manage budgets related to building management
 - o Contract and supervise the cleaning, maintenance, and security of the space
 - o Coordinate health & safety training and ensure the company is compliant with applicable legislation relating to health & safety, and accessibility
 - o Develop policies related to the safe and efficient operation of the facility, including fire safety, and health & safety, in conjunction with other senior management
 - o Perform simple equipment installations, maintenance, and repairs, and coordinate vendors/staff to assist with annual equipment maintenance and more significant issues
 - o Maintain schedule for day-to-day facility cleaners, and liaise with facility cleaners as necessary
 - o Primary contact for Portage Place Mall, and communicates to mall personnel all needs as required by PTE to ensure smooth running of operations and activities

RENTALS

- Book, liaise, coordinate, and oversee all activities related to rentals (including residencies, and Art Common), including but not limited to:
 - o Provide information, and communicate with prospective rental clients
 - o Prepare all correspondence on facility rentals including finalizing rental contract requirements

- Respond to all inquiries in a timely manner with the aim of creating a successful booking
- Draft, circulate, and administer rental contracts
- Ensure appropriate deposits and payments are received according to the rental contract
- Inform appropriate internal departments, within the prescribed timelines, to enable scheduling of special staff/equipment required for bookings (internal or external).
- Liaise and work with the renter to fulfill their technical needs.
- Ensure proper equipment, food services, setup, and take down occur for all internal or external rental events.
- Act as the primary on site contact for all rentals
- Oversees technical personnel and equipment needs of renters

QUALIFICATIONS

- A strong understanding of the creative process of the theatre as applicable to the technical and production aspects
- Ability to effectively communicate with, supervise, and manage all crew and external hires
- Working knowledge of the Canadian Theatre Agreement
- Past experience working with IATSE agreements and members
- Working knowledge of the ADC659 Standard Agreement
- Efficient and working knowledge of Microsoft Word, Office 365
- Ability to respond accurately and timely to requests, emails, telephone calls, messages
- A strong working knowledge of carpentry, sound systems, lighting systems, projections systems, and special effects
- Rigorous and effective oral and written communication skills
- Excellent customer service skills, ability to deal courteously, professionally and with full knowledge of the organizations' offerings.
- Vigorous organizational skills
- Must be self-motivated, demonstrate initiative, and move on tasks with a sense of urgency
- Excellent accuracy and attention to detail as related to contracts, agreements, tech riders, production drawings, and general paperwork
- Excellent problem solving skills
- Demonstrated patience
- Ability to maintain records both electronically and manually
- Ability to work independently and as a team member

COMPENSATION

\$60K – 65K per year

BENEFITS

Health benefits

Paid parking

3-weeks paid vacation

APPLICATION DEADLINE

Monday, February 19, 2024

HOW TO APPLY

Prairie Theatre Exchange is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we encourage submissions from individuals of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities who possess the skills and qualities listed above. Learn more about our values at <https://www.pte.mb.ca/about-us/our-story>.

Prairie Theatre Exchange is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Please contact PTE if you have accessibility needs in applying for this position."

Applicants are asked to submit:

1. Cover letter
2. Resumé
3. Three professional references (in a related field)

Applications can be submitted to Lisa Li, Managing Director, lisali@pte.mb.ca

Prairie Theatre Exchange appreciates all submissions of interest, however only those selected for an interview will be contacted.

The Land where PTE creates is Treaty 1 Territory, the traditional territory of the Anishinaabeg, Cree, Dakota, homeland to the Red River Métis, and home to many other Indigenous nations and peoples.