



EMPLOYMENT OPPORTUNITY PRODUCTION MANAGER

APPLICATION DEADLINE:	December 31, 2025.
START DATE:	Position will be vacant as of June 30, 2026. Some overlap with current Production Manager preferred.
SALARY RANGE:	\$60K - \$65K per year Four (4) weeks' paid vacation per fiscal year. Eligible to participate in PTE's group life and disability and extended health insurance plans Paid parking (taxable benefit) A moving allowance is available for out-of-town applicants
LOCATION:	On-site, Winnipeg, Manitoba
EMPLOYMENT TYPE:	Full-time, Permanent
SUPERVISE:	Head of Props, Head of Wardrobe, Technical Director, Head of Lights & Sound, Head Carpenter, casual labour
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, including evenings and weekends.

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 53-year-old professional theatre company with an operating budget of over \$2 million, located in downtown Winnipeg on the third floor of Portage Place Mall. Founded in 1972, with an emphasis on Canadian plays, presented primarily by local artists in an intimate 323-seat thrust theatre, PTE is a nationally recognized company with deep roots in community.

PTE produces five to seven shows per season in its mainstage programming. Its 42,000 square-foot facility includes two theatres, two studios, shops for scenery, props, and costumes, a rehearsal hall, a library for resident playwrights, a lobby, lounge, boardroom, and offices. PTE also serves as a resource centre for other arts organizations, renting spaces for rehearsals, shows, workshops, and office space.

PTE is a PACT theatre (D-house), working within the CTA, ADC and IATSE agreements.

Our home in Portage Place Mall is currently undergoing an exciting period of redevelopment, with an investment by True North Real Estate of over \$650 million towards the construction of a new healthcare tower, apartment tower, grocery store and community spaces. We are immediate neighbours to Wehwehneh Bahgahkinahgoohn and the redevelopment of the former Hudson's Bay Store. Although PTE's facility will not be directly altered by these redevelopments, we are brimming with excitement about the impact these two projects will have on our home in downtown Winnipeg.

ABOUT THE ROLE

Reporting to the Artistic Director and the Managing Director, the Production Manager is responsible for the management of all production staff and production elements at PTE. This involves managing, leading and motivating staff, collaborating cross-departmentally, planning and implementing schedules, managing resources and budgets, ensuring safety regulations are met, and strictly adhering to deadlines. PTE's Production Manager also serves as the coordinator and conduit for building maintenance requirements of our facility in Portage Place Mall.

RESPONSIBILITIES:

PRODUCTION MANAGEMENT

- Oversee and ensure 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
- Collaborate with PTE staff, the production team, and departments heads on season and show schedules planning
- Coordinate the flow of information among artistic, administrative and production staff
- First point of contact for any production related matters/issues
- Develops production budgets in collaboration with the MD and AD
- Manage and monitors accurate expenses in all production budget lines, while remaining within budget
- Coordinate with Finance Manager on all production expenditures including production staff salaries and benefits
- Responsible for hiring all stage management, casual, and seasonal production staff, as applicable and required by the production, in consultation with the AD and MD
- Oversee the hiring of designers in consultation with the AD, and work with designers, directors and production staff to ensure high artistic standards are met, within the constraints of production schedules and budgets
- Oversee the hiring of production department positions
- Schedule and supervise (and/or delegate) production department activity including but not limited to:
 - production meetings
 - stage management
 - tech week – set-up/load-in, hang and focus, rehearsals, etc.
 - strikes/load outs
- 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
- Understand and apply and remain current on the terms and conditions of the CTA, the ADC, and PTE's IATSE Agreements
- Report any and all incidents related to safety and security as soon as possible to the MD
- Coordinate technical needs of venue rentals including Winnipeg Fringe Theatre Festival rentals
- Oversee production storage, onsite at Portage Place
- Advise on capital upgrades in the production department
- Chair and facilitate the work of the Health and Safety Committee
- Coordinate health & safety training and ensure the company is compliant with applicable legislation relating to health & safety, and accessibility
- Provide reliable and safe working conditions for all staff, artists, volunteers and audience

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:
 - 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
 - Maintain contractor and supplier contact lists
 - Maintain all annual maintenance schedules and appointments
 - Manage building security systems, remaining on call for incidents during regular office hours and after-hours
 - Primary contact for Portage Place security
 - Manage budgets related to building management
 - Develop policies related to the safe and efficient operation of the facility, including fire safety, and health & safety, in conjunction with other senior management

QUALIFICATIONS/REQUIRED SKILLS:

- Five years of professional theatre production experience
- Post-secondary industry-relevant degree considered an asset
- Expertise in managing production facilities: theatres and production shops, construction and maintenance projects
- A strong understanding of the creative process of the theatre as applicable to production aspects
- A strong working knowledge of carpentry, sound systems, lighting systems, projections systems, costuming, and special effects
- Strong knowledge of the current Canadian Theatre Agreement, ADC, and IATSE agreements
- Working knowledge of provincial Employment Standards Act, and Occupational Health and Safety Act, with specific regards to the live performance guidelines.
- Ability to remain calm under pressure and adapt to changing priorities
- Excellent time management skills, including managing a high volume of work and attending to numerous projects concurrently
- Excellent verbal and written communications skills
- Fiercely organized with keen attention to detail
- Sound judgement and a love of problem solving
- Demonstrated ability to lead and motivate people
- Natural aptitude for confidentiality and discretion
- Efficient and working knowledge of Microsoft Office 365 Suite

PHYSICAL WORKING CONDITIONS:

This role is primarily administrative in nature, requiring working on a computer for prolonged periods of time. However, as Production Manager, at times the position requires high mobility, the ability to carry up to 30 pounds and undertake physical work where appropriate and as required.

APPLICATION PROCESS:

Interested candidates are asked to submit a cover letter and resume via email to Katie Inverarity, Managing Director (katie@pte.mb.ca) by **Wednesday, Dec 31, 2025, 5pm CST**. All applicants must be legally eligible to work in Canada.

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.

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

Not 100% sure of your qualifications? If your experience looks a little different than what we have outlined, but you believe you could excel in this role, we encourage you to apply. Please tell us what you can bring to this role.

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