



EMPLOYMENT OPPORTUNITY PROJECT MANAGER BACKSTAGE WORKERS TRAINING INITIATIVE

APPLICATION DEADLINE:	December 23, 2025
START DATE:	January 12, 2026 – flexible.
SALARY RANGE:	\$23 to \$26/hour
LOCATION:	Prairie Theatre Exchange, Winnipeg, Manitoba, with some remote work possible
EMPLOYMENT TYPE:	Contract
HOURS :	Estimated 26 hours/ week for 32 weeks. Hours of work are flexible, but it is expected that the bulk of hours be performed during traditional office hours to optimize integration with PTE staff and program partners.

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.

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.

THE PROJECT

Prairie Theatre Exchange has spearheaded a long-term training and employment initiative to increase the size and depth of Winnipeg's pool of backstage crew, stage managers and designers. Led by PTE, in collaboration with eight other Winnipeg theatres and educational institutions, this is phase 1 of a 4-phase project. This phase will focus on discovering potential backstage workers (and help potential workers discover theatre); recruit potential workers; and begin integrating workers into existing and new skill-building opportunities, setting our community on a path of re-building our backstage talent pool.

ABOUT THE ROLE

Reporting to PTE's Artistic Director, the Project Manager will lead Phase One of this cross-organizational initiative amongst Winnipeg theatre companies and educational institutions. As Project Manager, you will audit backstage staffing needs in our community, coordinate a jobs-fair event, administer the recruitment of potential backstage workers, and coordinate new and existing training opportunities to begin to address our community's talent pool gaps.

The Project Manager will play a pivotal role in opening the field to new talent, strengthening cross-organizational collaboration, and laying the foundation for a resilient and diverse backstage workforce in our theatre community.

RESPONSIBILITIES:

- Undertake a community-wide audit of Winnipeg's current backstage theatre workers and anticipated attrition, identifying the Winnipeg theatre community's most acute needs.
- Undertake a community-wide audit of existing training and apprentice opportunities for backstage workers.
- Coordinate communication among partner organizations to integrate staffing needs, training opportunities and resource-sharing.
- Build relationships with diverse communities, community organizations, and educational institutions to increase awareness of, and pathways to, backstage theatre careers.
- Consider cultural differences and strategies to remove barriers to access for potential workers.
- Attract, assess and recruit potential workers for immediate and future employment or training opportunities.
- Manage the coordination of a Backstage Workers' Jobs Fair to be held Spring 2026 with partner organizations.
- Chart a map of the Winnipeg theatre community's future backstage staffing and training needs, anticipating the natural attrition and retirement over the coming decade(s).
- Track progress, maintain participant data, and prepare reports for funders and stakeholders.
- Work within the budget allocated for this phase of the project.
- Support the search for future funding and contribute to the long-term planning of a sustainable backstage workforce in our community.

QUALIFICATIONS/REQUIRED SKILLS:

- Experience in project management, event planning, community engagement, workforce development, or related fields.
- Background in the arts, non-profits, or theatre production is an asset but not required.
- Experience working with diverse communities and building trust-based relationships.
- Familiarity with the Winnipeg theatre community is an asset.
- Demonstrated success in recruitment, outreach, or programs that connect people to training or career pathways.
- Background or exposure to educational programming and/or job-training initiatives.
- Strong communication and interpersonal skills, with the ability to connect with people from varied backgrounds.
- Proficiency in report writing and documenting progress for stakeholders and funders.
- Excellent organizational and planning abilities; able to manage timelines, priorities, and data tracking.
- Ability to collaborate across multiple organizations and facilitate effective group processes.
- Problem-solving skills, with the ability to identify barriers and develop practical solutions.
- Creative insight and the ability to envision new possibilities.
- Curiosity, approachability, and a genuine interest in helping people explore new career paths.
- Fiercely organized with keen attention to detail.
- Natural aptitude for confidentiality and discretion.

- Efficient and working knowledge of Microsoft Office 365 Suite.
- Passion for strengthening the arts ecosystem and supporting emerging talent.

PHYSICAL WORKING CONDITIONS:

This role is primarily administrative in nature, requiring working on a computer for prolonged periods of time. However, as Project Manager, the position will require the ability to travel to off-site meetings and recruitment endeavours. PTE is committed to creating an inclusive workspace, and will consider and provide reasonable accommodations to qualified individuals.

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 **Tuesday, December 23, 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.

This position is funded by the Manitoba Arts Council and The Winnipeg Foundation.