



EMPLOYMENT OPPORTUNITY THEATRE COMPANY MANAGER

APPLICATION DEADLINE:	Applications will be reviewed upon receipt.
START DATE:	ASAP
END DATE:	August 29, 2026
COMPENSATION:	\$18.50 hourly / 35 hours per week
LOCATION:	On-site, Winnipeg, Manitoba
EMPLOYMENT TYPE:	Temporary
HOURS :	35 hours per week. Hours are primarily M-F, 9 to 5pm Some evening and weekend work as necessary to support events.
ELIGIBILITY:	<p>The Government of Canada funded this job through the Canada Summer Jobs program. To apply for this job, you must:</p> <ul style="list-style-type: none">▪ Be aged between 15 – 30 years old on the start date of the job:▪ Have a valid Social Insurance Number (SIN); and▪ Be a Canadian Citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. <p>International students and other temporary residents of Canada are not eligible.</p>

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 53-year-old professional theatre company with an operating budget of over \$2.4 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.

ABOUT THE ROLE

The Theatre Company Manager will work directly with the Artistic Director to support the artistic operations of Prairie Theatre Exchange, through coordinating auditions, workshops, training events, and outreach; managing artist and script databases; assisting with season planning and administration; preparing communications and documentation; and maintaining organized records to facilitate effective artistic operations and community engagement.

RESPONSIBILITIES:

Under the supervision of the Artistic Director, job activities will include:

COORDINATION OF ARTISTIC ACTIVITIES

- Coordinate auditions including:
 - Advertise auditions
 - Accept and organize audition applicant materials

- Liaise with season directors and Artistic Director and actors
- Maintain audition schedule using digital signup tool
- Manage correspondence with applicants before and after auditions
- Assist in the physical setup of audition rooms
- Staff artist check-ins during auditions and maintain schedules
- Ensure confidentiality throughout entire process
- Coordinate new play workshops including:
 - Support the Artistic Director in contracting artists and scheduling
 - Prepare and update drafts of scripts and track script changes before, during, and after workshops
 - Assist in physical set-up of rehearsal rooms
- Support season planning (logistics) including:
 - Collaborating with members of artistic, production, marketing and development teams to develop activity frameworks, research, and document templates.
 - Assist in managing artistic administration schedules including:
 - Liaising with artists
 - Managing appointments

ASSISTING THE COORDINATION OF EDUCATION ACTIVITIES

- Support theatre training events including:
 - Facilitate communications between Training Project Manager and Artistic Director
 - Support the administration of training events
 - Support publicizing of training events in collaboration with Communications department
 - Participant communications: take registrations, send confirmations and reminders, maintain participant list and track registrations.
 - Handle inquiries from participants (parking, accessibility, timing etc.)
 - Assist in physical set-up of training events
 - Day of Training Event: Identify and address emerging, real-time needs during the training events.

DATABASE MANAGEMENT OF ARTISTIC ACTIVITIES

- Manage a database of theatre artists (actors, designers, directors etc.) including:
 - Researching and updating Canadian artists information
- Manage a database of Canadian plays and new play submissions including:
 - Reading plays to assess and document the scope and scale, genre, casting, and production needs
 - Create templates for receiving and documenting new plays.
 - Support the Artistic Director in responding to inquiries from artists.
- Maintaining files and records in digital and physical formats for easy access and retrieval.

SUPPORT PTE'S OUTREACH AND RELATIONSHIP BUILDING IN COMMUNITY

Support the Artistic components of outreach initiatives including engaging, scheduling and communicating with potential artists at events for donors, volunteers and the general public.

CREATIVE AND FORMAL WRITING

- Assist in writing and editing Artistic Admin department correspondence and other documents including:
 - donor and subscriber communication

- play descriptions
- program notes
- website copy
- grant copy

LEADERSHIP SUPPORT

Provide administrative support to both the Managing Director and Artistic Director as needed.

PHYSICAL WORKING CONDITIONS:

This role is primarily administrative in nature, requiring working on a computer for prolonged periods of time.

APPLICATION PROCESS:

Interested candidates are asked to submit a cover letter and resume via email to [Katie Inverarity](#), Managing Director by **Applications will be reviewed as they are received, and the position will be closed once it has been successfully filled, so early applications are encouraged.**

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.