



EMPLOYMENT OPPORTUNITY PRODUCTION ASSISTANT

APPLICATION DEADLINE: Friday, September 18, 2026
START DATE: Monday, October 5, 2026
COMPENSATION: \$17.75 per hour
LOCATION: On-site, Winnipeg, Manitoba
EMPLOYMENT TYPE: Seasonal with 26 weeks of planned work for the 26-27 season (Oct-May)
HOURS: 20 hours/week
Regular hours of work will be determined by the Production Manager at the time of hire. Shop/theatre hours will vary according to the requirements of specific productions. The work of this position will necessitate flexibility 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.

ABOUT THE ROLE

Reporting to the Production Manager, the Production Assistant (PA) provides vital support to the entire production department. You'll gain hands-on experience glueing glitter in the prop shop, driving screws in the carp shop and creating magic in the wardrobe department. You'll hit the vintage shops with a list and a dream, scouring the city to find hidden treasures. You're a critical support to the team; striking sets, tightening bolts, pairing socks, and running out for batteries when all hope seems lost. Every day is a new adventure for a self-motivated, creative team player with a can-do attitude. At 20 hours per week, this is an excellent opportunity to create incredible work on stage with the PTE team, and also invest in other areas of life.

FUNCTION: To be the Swiss army knife of the production department; providing hands-on support to the Prop, Carp and Wardrobe departments.

RESPONSIBILITIES: ☐

Props & Costume Sourcing

- Assist in Props and Costume sourcing including research and shopping for specified props, set dressings, footwear, and garments under the guidance of Department Heads and Designers.
- Drive company vehicles.
- Track spending accurately against department budgets.

Set, Prop & Costume Construction

(Under the supervision of Department Heads):

- Assist the Set and Props departments with basic construction, assembly and painting.
- Assist the Wardrobe department with pulling stock and costume maintenance.
- Assist the crew during load-in and load-out phases, which may include manual lifting, sorting gear, or using basic hand and power tools.
- Assist with show strikes and pack-ups, garbage and recycling disposal
- Assist with show clean up; maintain and store props, launder and store costumes.

Rehearsal & Backstage Preparation

- Assist in preparing rehearsal halls and theatres prior to start of rehearsals and design presentations
- Maintain hospitality, backstage holding areas, and dressing room supply stations for visiting artists, designers, and crew members.

General

- be assigned by the Production Manager duties that are not defined in this position profile
- uphold the professional image and name of Prairie Theatre Exchange in good faith during all dealings with staff, guest artists, the public, suppliers, sponsors and other theatre companies
- be responsible for maintaining a clean, safe, efficient, secure and equitable working environment
- be responsible for reporting any accidents/incidents to the Production Manager

QUALIFICATIONS/REQUIRED SKILLS:

Key Qualifications

- Completion of a High School Diploma or equivalent
- Valid Class 5 driver's license and ability to operate a company vehicle

Required Skills & Attributes

- Excellent organizational, time management and project coordination skills
- Experience in an artistic discipline such as painting, sewing, basic construction, etc.
- The ability to work independently, problem solve and take initiative
- Proficiency with organizing tasks and prioritizing based on urgency
- Strong verbal and written communication skills, with the ability to collaborate effectively
- Good competence with standard office software, e.g. Microsoft Word, Excel

Assets

- One to three years of community, educational, or professional theatre experience

PHYSICAL WORKING CONDITIONS:

This role is dynamic in nature, requiring driving a vehicle, lifting and carrying up to 50lbs, and operating power tools. The PA must be able to stand, walk, climb, and move throughout the theatre and production spaces for extended periods of time. This role requires the ability to safely perform physically demanding work, including lifting and moving equipment and materials, operating in environments with machinery and power tools, and performing tasks that involve bending, kneeling, reaching, climbing, and other physical movements while adhering to established safety procedures.

APPLICATION PROCESS:

Interested candidates are asked to submit a cover letter and resume via email to Tiffany Rozall, Production Manager (tiffany@pte.mb.ca) by **Friday, September 18, 2026, 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.