

ASSISTANT PRODUCTION MANAGER (Full-time, 9 month contract)

For 51 years, The Cultch has presented unforgettable theatre, dance, and music, bringing excellent local, national, and international presentations to thousands of patrons each year. We have a vibrant rental clientele and a unique Youth Program further extending our reach into the community. Our team members include people like you: innovative, passionate, and energetic folks who have a love of arts and community and delight in sharing this passion.

The Cultch operates three theatres: the Historic Theatre and Vancity Culture Lab at The Cultch on Venables Street, and the York Theatre on Commercial Drive. We believe you will find our culture and community fulfilling, challenging, and rewarding.

OVERVIEW

Reporting to the Production Manager, the Assistant Production Manager is an experienced technical manager who will assist with organizing and coordinating all elements pertaining to the stage design, scheduling, and budgeting of Cultch Presentations, Rentals, and Residencies. They will also share responsibility for coordinating facility management with the Production Manager as needed.

- Work closely with the Production Manager and Technical Director on Cultch Presentations, Rentals, and Residencies.
- Assist the PM with the coordination of facility maintenance
- Attend rentals and staff meetings as required
- Become familiar with the collective agreement between The Cultch and IATSE 118. Ensure that the agreement is upheld in all Cultch projects (including rentals).
- With the PM, manage the 'Crew Calendar'. This includes assigning crew in accordance with rules set out by the Collective Agreement, building jobs in Call Steward software, and dispatching calls when necessary.
- Work with the PM and TD to create realistic and achievable production schedules that meet budget, union, and timing requirements
- Liaise in advance with rental clients, and applicable Cultch staff to determine the feasibility, technical requirements, and crewing needs for rental productions
- Identify safety concerns and technical challenges during both the planning and implementation phase for projects which take place in the Historic, the Clab, The York, and the Greenhouse.
- Assist the PM in managing the House Crew when and as directed (e.g. schedules, training, discipline)
- Create and update monthly venue cleaning schedules and liaise with cleaning contractors
- Assist with administration of payroll
- Additional duties as required

Qualifications and skills:

- Passion for the performing arts
- Post-secondary diploma in theatre production and/or a minimum 2 years of professional experience in technical theatre or entertainment management
- Strong computer skills including Mac, PC, Microsoft Word and Excel, Slack, and Google software suite
- Highly organized, able to multi-task and prioritize a high volume of work
- Able to work to schedule, meet deadlines, and thrive under pressure

- Able to handle unexpected situations with grace and work in a team environment
- A high level of skill in problem-solving in time-sensitive situations, and a willingness to tailor solutions for each unique situation.
- Excellent communication skills, including cultural competency and sensitivity

Additional Assets:

- Valid Class 5 BC driver's license + Access to a personal vehicle
- Level 1 Occupational First Aid certificate
- Experience working in a unionized environment (IATSE, Equity, ADC)
- Knowledge of and experience with reading and drawing in Vectorworks
- Experience reading lighting plots and scenic drawings

DEADLINE FOR APPLICATION: Monday, August 5, 2024 at 5pm. Interviews will take place August 12 to 14, 2024.

START OF CONTRACT: As soon as possible.

END OF CONTRACT: May 2, 2025

HOURS OF WORK: This is a full-time (40 hours per week) position. Most work will take place in person during office hours Monday to Friday, though the Assistant Production Manager will occasionally be required to work evenings or weekends, and may sometimes be able to work remotely with advance notice.

REMUNERATION: \$25.96/hour to \$26.92/hour (commensurate with experience), plus 4% vacation pay, paid every two weeks. Any hours beyond 40 hours a week will be taken as time off in lieu. There will be a three month probationary period, after which you will have access to an extended health & dental plan.

JOB CONTACT INFORMATION:

If this sounds like you, please send your application and cover letter stating your availability and salary expectation to: hire@thecultch.com with "**ASSISTANT PRODUCTION MANAGER**" in the subject line

The Cultch is committed to an accessible, safe, and inclusive environment. We respect, value, and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you need assistance or have questions at any stage of the application process, please do not hesitate to reach out.