

## **JOB DESCRIPTION**

### **PRODUCTION MANAGER**

#### **Organization**

Green Thumb Theatre

#### **Application Deadline:**

June 6, 2017

#### **Organization Description:**

Green Thumb Theatre is a touring theatre company based in Vancouver, BC. We commission and develop new Canadian plays with a focus on work that explores social issues relevant to the lives of children, youth and young adults. Green Thumb tours between 4 and 6 productions a season throughout BC, across North America and occasionally overseas. As well, Green Thumb has a robust commissioning and play development program that has seen the creation of some of the most produced plays in Canada.

#### **Website:**

[www.greenthumb.bc.ca](http://www.greenthumb.bc.ca)

#### **Job Description:**

Green Thumb Theatre is seeking a year-round permanent Production Manager to manage and oversee all production-related activity both in house and on tour and the maintenance of the Green Thumb Theatre facilities.

#### **Function:**

The Production Manager is responsible for supervision of all technical aspects of Green Thumb's productions and special events.

#### **Relationships:**

The Production Manager reports jointly to the Artistic Director and General Manager. In general he/she: reports directly to the Artistic Director on all matters related to technical personnel, design, stage management, and artistic and/or technical elements of productions and special events; and reports directly to the General Manager on all matters related to expenses for the above.

#### **Responsibilities:**

- In conjunction with the General Manager to estimate production budgets for the season and to manage and track expenses.
- negotiating and preparing CTA engagement contracts for all stage management
- negotiating and preparing ADC contracts or letters of agreement, as appropriate, for all designers
- engaging all technicians and craftspeople
- coordinating and supervising all production meetings
- supervising all stage management, technicians and craftspeople, including the provision and monitoring of petty cash, issuance of credit cards and/or gasoline cards
- monitoring all production expenses in a timely fashion, and informing the General Manager of the status of production budgets on a regular basis

- keeping detailed documentation of all production activities, including final prompt scripts, receipts, financial reports, copies of agreements, memos, invoices, etc.
- acquiring technical equipment, either by lease or purchase, in consultation with the Artistic Director and General Manager
- ensuring that all technical equipment is maintained in good working order
- arranging for adequate, dry, clean and safe storage of sets, props, costumes and other production elements
- arranging for van maintenance of Green Thumb's vehicles as required by the CTA, ICBC and in any case, for safe transportation of sets, props, costumes and personnel as required
- arranging for rental vehicles, as required
- in conjunction with the Tour & Education Manager, make all arrangements for freight of sets, props, costumes and other technical elements of productions, as required for tours and showcases
- preparing ATA carnets as needed for foreign tours, showcases and special events
- instruct touring companies with the set-up and break-down of sets and props, including van load-in and load-out
- providing technical assistance to touring companies, as needed
- assisting the General Manager, Artistic Director and Board of Directors with technical elements of Special Events
- participating in company events within the scope of availability and scheduling
- working with production budgets and resources established in conjunction with the General Manager and Artistic Director
- undertaking or implementing other production-related duties, as required
- Oversee and manage all facility-related issues and upgrades

**Qualifications**

3-5 years professional theatre experience is an asset.

**Remuneration**

Salary commensurate with experience and qualifications.

Medical and Dental Benefits as per Green Thumb Theatre's policy.

**How to Apply:**

Please submit cover letter and resume to Linda Gorrie, General Manager [gm@greenthumb.bc.ca](mailto:gm@greenthumb.bc.ca)

Only those selected for an interview will be contacted.