



# Associate Production Manager

Reporting to the Associate Director, Production, the Associate Production Manager is instrumental in the administration of the Production department. This role advances events for Arts Commons Presents and other internal and external clients, all while delivering high performance standards that enrich experiences and reinforce the interests and safety of clients and stakeholders.

You are passionate about the arts and are collaborative by nature. You possess a strong knowledge of all technical, mechanical, and theatrical details that go into setting up and running events, while also balancing that with your skillsets in administration and operations. As a leader, you view challenges through a tactful and diplomatic lens and have an ability to accelerate projects with your proactiveness. You work hard to meet the needs of all stakeholders, while also demonstrating a strong ability to manage competing priorities in a dynamic and creative environment.

You are self-motivated, flexible, and can create consensus within your team or different departments and channels. You're often juggling tasks, but still understand the importance of meeting deadlines in a timely and cost-conscious manner. While you can work well under pressure and remain collected, you plan precisely and never leave anything to be an oversight – especially when it comes to stage safety.

## Who we are:

Arts Commons is an ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

### At Arts Commons:

Our belief

- That equitable access to the arts is a human right

Our responsibility

- To redefine a bold and adventurous Calgary by championing and investing in creativity

Our Mission

- To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

## At a glance

**Employment:** Permanent, Salaried

**Hours:** FT (40 hrs); includes overtime, weekend and evening work as based on a schedule of shows and events

**Start Date:** ASAP

**Salary:** \$70,000 annually

**Location:** Calgary (in-office)

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

**To apply, send your resume and cover letter to:**

[employment@artscommons.ca](mailto:employment@artscommons.ca)

**Closing Date: March 12, 2024**

## What we offer:

On top of the excitement of working inside one of Canada's top performing arts facilities with a team of professionals that share a passion for the arts, Arts Commons offers a competitive salary and a wide range of benefits:

- A collaborative, engaging and values driven work environment
- An annual salary of \$70,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts and communities in many different areas, and through different types of events and productions

## What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

## What you will get to do here:

As the Associate Production Manager, you help to achieve creative goals, anticipate problems, and drive solutions. You ensure that the administrative, advancing and technical needs of the Production department, internal and external clients, and all events are appropriately planned for and executed. As a supervisor and liaison, you will be a communication hub, along with advancers, between clients, performers, crew, and all other necessary staff members.

This role is responsible for coordinating production calendars and team activities, initiating crew calls, and scheduling casual crew members. The Associate Production Manager collaborates closely with the Programming team to advance event planning and works with external clients to facilitate and settle labor billing. Additionally, this position is responsible for installing, managing, and maintaining various technical systems throughout Arts Commons, including sound, video, lighting, rigging, broadcasting, and security.

**Strategic Goals:** Assist in managing each aspect of the performance process from the administrative, advancing and technical Production lens, while maintaining the integrity of creative products and live events through to curtain close.

### Where you fit within our ecosystem:

The Associate Production Manager works within the Production team within Arts Commons' Venue Operations department. Reporting to the Associate Director, Production, this position collaborates regularly with members of the Event Services team, Programming team, as well as internal, third-party clients, and external vendors. The Associate Production Manager also works closely with the Building Operations and Security teams to ensure smooth operations on the day of any shows or events, and the general maintenance and safety on the stage.

## You will be a great fit if you...

### Must haves:

- 3-5 years' supervisory or management experience with increasing responsibilities in a theatre, concert hall, roadhouse or multi-venue facility
- Experience coordinating and managing the production of live events
- Have sound working knowledge of all elements of technical Production
- Excellent project and workflow management that is accurate and timely, with rigorous attention to detail, logistics and financial acuity
- Strong working knowledge of audio and video production systems.
- Experience installing and maintaining production and technical systems
- Knowledgeable and able to work confidently within Microsoft Office 365
- Demonstrated strong organizational skills necessary to prioritize and accomplish concurrent or competing assignments
- Excellent communication and negotiating skills – listening, receiving, clarifying, consolidating, mediating, and conveying
- Must be able to read technical, mechanical and theatrical drawings
- Positive attitude and comfortable working in collaborative environments
- Values and Customer Service driven
- A passion for the arts!

### Nice to have:

- A relevant diploma/degree from a recognized theatre school or comparable technical education and experience
- Experience with software such as Artsvision, ReQlogic, CAD and Ameresco an asset
- Experience with video capture and streaming technology, an asset

**If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:**

#### **Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)**

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process.

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.

#### **Human Resources Arts Commons**

**205 - 8<sup>th</sup> Ave SE Calgary, Alberta T2G 0K9**  
**Email: [employment@artscommons.ca](mailto:employment@artscommons.ca)**

*Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.*

*We thank all interested applicants in advance but will only be contacting those selected for an interview.*

*If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.*