

Assistant Production Manager

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, The Bridge Festival of Ideas, and an annual regional tour.

We are seeking a qualified candidate for our 2025-2026 season to fulfill the role of **Assistant Production Manager**.

RESPONSIBILITIES

Reporting to the Director of Production, the Assistant Production Manager is responsible for seven key areas within the Organization, below is a brief description of each area:

1) Production Bookkeeping

- Enter all production invoices into Sage APA Beanworks System.
- Prepare summary budget report(s) on a weekly basis
- Administer and manage all petty cash and mileage claims for Production personnel
- Weekly reconciliation of all MTC Production Department credit cards.
- Collect, verify, and process for approval; production staff time sheets (often under guidance from Collective Agreements in place)

2) Regional Tour Coordinator

- Schedule the Regional tour for rural Manitoba and Northwestern Ontario
- Issue contracts to all presenters, collecting deposits
- Book all accommodations & transport vehicles for the touring crew and cast
- Arrange tour insurance for cast and crew
- Coordinate with the Marketing and Development Departments, the creation of all publicity materials
- Prepare final Manitoba Arts Council reports and grant applications

3) Inventory Control

- Log into inventory workbook (weekly) inventory counts for all lumber & paint in stock
- Assign appropriate codes to inventory used, and provide billing information/allocations to accounting department
- Provide end of year reconciliation report for Accounting Department

4) Mainstage Rental Coordinator

- Field all rental inquiries and manage rentals using pre-established booking calendars and tracking spreadsheets
- Issue contracts for all rentals, obtain all necessary payments and certificates
- Liaise with Front of House regarding any lobby requirements
- Communicate rental information to House Stage Crew

5) Health and Safety Liaison

- Act as the Health and Safety liaison for Royal MTC, implementing procedures along with other members of the Health team
- Assist in the booking of first aid courses, and tracking of Seasonal and Full-Time staff certifications and training

6) Office Administration

- Manage the staff phone and email list and distribute to all staff
- Maintain email lists in the Microsoft Exchange admin server
- Monitor main office phone line, forwarding messages to the appropriate departments
- Along with other personnel, book rooms and spaces in both facilities using Outlook Office Calendars
- Order and replenish office supplies as necessary for Production Departments
- Program and distribute electronic key cards (WinPak) and physical keys to all show company members and Royal MTC Staff throughout the season

7) Other Duties as Assigned

- Complete other tasks as assigned by the Director of Production

QUALIFICATIONS

- Degree or diploma in theatre production, plus a minimum of 3 years' work experience in production (or event) management, stage management or technical direction. A combination of experience and training will be considered in lieu of formal education.
- Accounting certification/experience would be an asset
- Ability to work independently on assigned projects with minimal supervision.
- First Aid certification is an asset
- High level knowledge of Microsoft software such as Excel (formulas), Word (mail merge), Outlook
- Ability to adapt when urgent matters arise requiring a sudden shift of focus or priorities
- Strong organizational skills
- Ability to work in a fast-paced environment

COMPENSATION, BENEFITS, & HOURS OF WORK

This is a seasonal position, typically running from September to June. For the 2025/26 season, we anticipate a start date of September 8, 2025 and an end date of June 5, 2026 (subject to extension). The hiring range for this position is \$945 per week to \$1,000 per week commensurate with experience and is based on a 35-hour work week (5-day work week).

MTC offers a comprehensive group benefit plan and group retirement plan, to which this position is eligible to participate in at the conclusion of the probationary period.

Following the completion of a satisfactory performance reflection at the end of this engagement, this position is eligible for recall on subsequent seasons.

APPLICATION PROCESS

Interested candidates are asked to submit a cover letter and resume to **Allison Loat, Director of Production**, at aloat@royalmtc.ca. Please be advised that resumes will be reviewed as received and this search will remain open until a successful candidate is selected. Only candidates selected to interview will be contacted.

Royal MTC is committed to fostering a safe and respectful workplace, free from any form of hate, discrimination, or harassment, where every individual treats one another with dignity and respect.

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism Commitment to Action, Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) positions in our company, we strongly encourage qualified individuals who self-identify as IBPOC to apply.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.