

Production Assistant

Full-Time, Term | Winnipeg, MB

Royal Manitoba Theatre Centre is seeking someone enthusiastic and eager to grow their skills by joining our team this coming season as a Production Assistant.

If you are someone who thrives in a collaborative, fast-paced environment and enjoys supporting all aspects of theatrical production, we'd love to hear from you!

Responsibilities

- Read scripts and assist in costing notes for current season and upcoming productions.
- Assist in creations of detailed season planning documents including season calendars, show summaries, and design calendars.
- Prepare and support incoming Stage Management teams.
- Assist with day-to-day operations of the department including:
 - Updating and keeping seasonal paperwork (SM Handbooks, Emergency Procedures, and Contact Lists) current.
 - Coordinating the scheduling of designer visits.
 - Liaising with Box Office and other departments.
 - Coordinating room booking requests.
 - Coordinating the shipping of costumes and wigs.
- Order supplies from vendors and research alternate sources.
- Attend production meetings and record and redistribute minutes.
- Assist in administering the Health & Safety Program.
- Drive the 3-ton box truck or 5-ton rental truck as required.
- Support shops and stage departments as required.
- Attend rehearsals as required.

Experience & Qualifications

- Understanding of production departments including carpentry, props, wardrobe, wigs, audio, and lighting.
- Ability to follow direction and work independently on assigned projects.
- Strong organizational skills.
- Familiarity with Microsoft Office software such as Excel, Word, and Outlook.
- Strong desire to support the artistic and creative process.
- Ability to work in a fast-paced open-air environment.
- Valid class 5 drivers license is considered an asset.
- First aid certification is considered an asset.

Why Join Royal MTC?

Royal Manitoba Theatre Centre (Royal MTC) exists to hold an open door to all Manitobans, to share stories that connect us to each other and to our world. Deeply rooted in Manitoba, we envision MTC as Canada's preeminent regional theatre, delivering unrivalled excellence and inspiring Manitobans through the transformative power of storytelling.

As Canada's oldest English-language regional theatre and Manitoba's flagship theatre organization, Royal MTC produces a ten-play season, the Winnipeg Fringe Theatre Festival, an annual Regional Tour, and a range of programs that engage communities across Manitoba that reach hundreds of thousands of people each year.

Royal Manitoba Theatre Centre is proud to call Manitoba home. Royal MTC is located in Winnipeg on Treaty 1, the traditional territory of the Anishinaabeg, Inninewak, Anishinewak, Dakota Oyate, and Denesuline, and the National Homeland of the Red River Métis. We are thankful for the benefits sharing this land has afforded us, acknowledge the responsibilities of the Treaties, and embrace the opportunity to partner with Indigenous communities in spirit of reconciliation and collaboration.

We believe great theatre is created by teams with diverse perspectives and lived experiences. Royal MTC is committed to building an inclusive workplace where everyone feels welcome, respected, and supported to do their best work. We encourage applications from Indigenous, Black, and People of Colour, persons with disabilities, members of the 2SLGBTQIA+ community, and candidates from other equity-deserving groups.

Learn more at www.RoyalMTC.ca.

Position Details

Reporting to the Director of production, this full-time term position is based in our collaborative in-person workplace in downtown Winnipeg. The position generally runs from September to May, with exact dates to be determined. Typical hours are Monday to Friday, 9:00 a.m. to 5:00 p.m., however, the role requires occasional evening and weekend work. Time off in lieu of overtime will be scheduled around production needs. Candidates must be legally entitled to work in Canada.

Salary

\$925.00 per week plus 4% vacation pay (paid weekly).

How to Apply

Please submit your resume and cover letter to Allison Loat, Director of Production at aloat@royalmtc.ca, with the subject line "**Production Assistant**." Applications will be accepted until **August 21, 2026**, or until the position is filled. Thank you for your interest in joining Royal MTC. We appreciate the time and care invested in every application and will contact candidates selected for an interview.

Have you worked with us before?

If you've previously worked, volunteered, or contracted with Royal MTC, please let us know in your application.

Accessibility

Royal MTC is committed to accommodating applicants with disabilities throughout the hiring process. If you require accommodation at any stage, please contact hr@royalmtc.ca.