



ARTSCLUB
THEATRE
COMPANY

Career Opportunity: Director of Production

The Arts Club Theatre Company operates year round with a reputation for producing high-quality professional theatre in Vancouver, touring productions throughout BC, and developing and nurturing new Canadian talent. ACT is a member of PACT operating under the CTA agreement. Currently celebrating its 46th season, and with over 200 staff, the Arts Club operates and programs three venues: the 650-seat Stanley Industrial Alliance Stage, the 450-seat Granville Island Stage, the 200-seat Revue Stage. The theatres and the production shops operate under an agreement with IATSE. The Arts Club seeks a talented, dynamic and energetic Director of Production to join its talented senior management team. Reporting to the Artistic Managing Director, the Director of Production has direct supervisory responsibility for designers, heads of production departments, stage management and technical directors. The ideal candidate will efficiently manage the production department in the mounting and operating of all theatre productions. The Director will coordinate the flow of information among artistic, administrative and production staff. Responsible for budgeting, scheduling and hiring of key production personnel the Director will work closely with the Artistic Director to ensure the quality of production values.

Qualifications:

- 10 years experience of professional theatre experience in a supervisory capacity.
- Proven proficiency with budgeting in all production disciplines and financial tracking
- Extensive knowledge of staging and production techniques, theatre equipment including lighting, sound and video

Responsibilities and Job Duties:

- To work under the direction of the AD to plan and supervise the execution of production requirements to facilitate the realization of the Artistic Director's program
- Initiate and coordinate the flow of information with the production department and expedite support requests from the artistic departments through consultation with the AD and TDs.
- Assist in the preparation of operating and capital budgets for the production department.
- Supervise and maintain the company vehicles
- Supervise building maintenance and renovations
- Participate in all production meetings.
- Authorize production purchasing; establish methods of maintaining budget control on designated accounts maintaining records of and authorize, through departments heads, inventory purchase, rental and disposal of production material and equipment.
- Assess, define and organize Production Department personnel requirements in consultation with the AD; maintain correspondence files and interview applicants for available positions or delegate such interviews to department heads.
- Engage designers as directed by the Artistic Director; negotiating fees and issuing contracts.
- Engage stage management personnel.
- Act as a member of the negotiating committee for collective bargaining with IATSE; deal with issues arising from the IATSE contract.
- Direct payroll information for all production department personnel.
- Supervise warehouse storage and delegate responsibility to respective department heads for storage of all production material.
- Advise and assist in the organization of special production activities and in long –range planning and development.

SALARY: commensurate with experience

TO APPLY: Please submit cover letter and resume to:

Human Resources

Arts Club Theatre Company

MAIL: 1585 Johnston Street, Vancouver BC V6H 3R9

FAX: (604) 688-3273

EMAIL: humanresources@artsclub.com (when e-mailing send only **one attachment** in **Word** or **.PDF** format)

DEADLINE FOR APPLICATIONS: Applications must be received by December 18,2009

We thank all who express interest in this position, however, only those selected for an interview will be contacted