



## Production Manager Application Requirements

Send your application, using the information below, to [recruitment@orpheusmusicaltheatre.ca](mailto:recruitment@orpheusmusicaltheatre.ca) by **Friday, June 2, 2023, at 8pm**. The application can be in any document format; please attach it in your email. If you are applying to be considered for more than one show, please create separate applications.

The job description of the **Production Manager** begins on the next page. If you have been a Production Manager before with Orpheus, please take note, as some of the job description has changed.

1. Provide your Theatrical Résumé
2. Explain why you want to provide leadership for this show.
3. Explain why Orpheus should choose you as Production Manager for this show.
4. Detail your experience working collaboratively with a production team, including:
  - i. working with designers, stage managers, directors, music directors, and choreographers;
  - ii. chairing meetings;
  - iii. monitoring budgets;
  - iv. managing timelines;
  - v. navigating conflicts.

## **Production Manager (PM, formerly Producer)**

The Production Manager is responsible for the oversight of the entire production team, with particular focus on respecting budgets, schedules/timelines, and deadlines. They should be aware of progress and issues in all departments, and in conjunction with the Stage Manager: ensure that things don't fall between the cracks between departments; foster communications; and, assist in resolving problems, personality conflicts, cast performance/attendance issues, etc. The Production Manager reports directly to the Board.

The Production Manager's duties will typically include some or all of the following:

- Calling, chairing, and taking minutes from production meetings and other meetings as required;
- Monitoring all expenses from each department and reporting periodically to the Board; reminding all production heads that exceeding one's budget requires approval by the Board of Directors;
- Verifying that the Technical Director has made arrangements for truck rentals and drivers, and for any other pickups or deliveries required (e.g. furniture);
- Obtaining from the Recruitment Director the names of any apprentices and their mentors assigned by the Board for this show. Collecting from the mentor the list of learning objectives which have been agreed upon with the apprentice within two weeks of the apprentice being assigned. By the fourth week of the show rehearsal schedule, meeting with the apprentice and the mentor to monitor the progress of the apprenticeship. If there are any concerns, refer them to the Board.
- Assisting production teams with procurement (supplies, rentals) issues as required;
- In conjunction with the Stage Manager, preparing the stage door security lists with the understanding that no names are to be added at the theatre without their or the Stage Manager's approval;
- Verifying that the Theatre Food Coordinator is aware of the number of meals which need to be provided from move-in to tear-down.
- Ensuring that audition information as well as cast and production team information is provided to the General Manager.
- Arranging for setup and logistics of opening meeting;
- Being present at each individual audition; providing assistance and logistical support (desk people, tables and chairs, film, forms, etc) as needed; if necessary, assisting in calling auditionees with results;
- Should there be Equity members in the cast, ensuring the following are done:
  - o As a condition of being cast, any person auditioning who is a member of a professional union or similar organization, is aware that Orpheus is a volunteer, community theatre that encourages that any applicable fees be considered as a donation back to Orpheus;
  - o Notify the person in charge of the show programme of the casting of an ACTRA or Equity member in order that proper credit is printed in the programme;
- Speaking to cast to provide required information on Orpheus policies, rules, and traditions at first rehearsal and at any other necessary time. Ensuring that people know that the Production Manager or Stage Manager is the person to contact in the event of problems or issues. The Production Manager will refer unresolved issues to the General Manager.
  - o In the event of a complaint of harassment, the complainant may go to the Production Manager, Director, Stage Manager, or directly to the General Manager. If the Production Manager, Director, or Stage Manager is the intake

person, they must refer it to the General Manager, or a Board designate should the General Manager be the subject of the complaint.

- Distributing dress rehearsal tickets to cast and production team;
- The Production Manager is responsible for ten complimentary tickets per performance. These tickets are to be used by the directors and personnel working on the show. They are not to be given to family and friends outside of production personnel. The Production Manager is to use discretion when handing out tickets. They must return any unused tickets to the box office at least twenty minutes before curtain time;
- They must have access to a computer and be comfortable using a computer for minutes, schedules and communications;
- Ensuring that the Board of Directors are aware of and invited to attend show related social events (example: karaoke nights).