



2026 – 2027 Season Production Manager Application Requirements

The deadline for submissions is **Friday, April 10 at 8:00pm**

We ask all applicants to indicate for which show(s) they are applying, and to include the following:

- 1) Resume of your theatrical experience (particularly your experience at Orpheus)
- 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:
 - Working with designers, stage managers, directors, music directors, and choreographers;
 - Chairing meetings;
 - Monitoring budgets;
 - Managing timelines;
 - Navigating conflicts.
- 5) Please indicate your availability on Friday, June 26, 2026, for a Pre-Season Orientation session.
- 6) Are you a member of CAEA or any other theatre association? (This is a non-Equity, community theatre production.)
- 7) **If Applying for *Joseph and the Amazing Technicolor Dreamcoat*:**

The Director for ***Joseph and the Amazing Technicolor Dreamcoat***, Anthony James, is currently based in British Columbia. While he will be present in Ottawa for the full rehearsal and production period, early planning meetings (including initial concept and design discussions) will need to be conducted virtually.

Please confirm your availability and comfort with participating in and coordinating virtual pre-production meetings and collaborating remotely during the early planning phase.

Orpheus strongly encourages individuals from equity-seeking communities and intersecting identities to submit. Orpheus is committed to providing our teams with a work environment free

of discrimination and harassment and fostering an inclusive and supportive workplace. Please advise us of any accommodation measures required which would enable you to apply.

Please send applications to recruitment@orpheusmusicaltheatre.ca by **8:00pm on Friday, April 10**. All applications will be acknowledged and reviewed by the Production Personnel Selection Committee for selections and recommendations. The Committee may request an interview for further considerations. All applicants will be notified of the results of their applications.

Production Manager Job Description

The Production Manager is responsible for the oversight of the entire production team, with particular focus on managing 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 of Directors.

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 monthly, and as necessary, to the Board of Directors; 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 of Directors.
- 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, the Stage Manager, or Managing Director'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 Managing Director.
- Arranging for setup and logistics of information 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:
 - 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 and does not compensate;
 - Notify the person in charge of the show programme of the casting of an 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 Managing Director.

- In the event of a complaint of harassment, the complainant may go to the Production Manager, Director, Stage Manager, or directly to the Managing Director. If the Production Manager, Director, or Stage Manager is the intake person, they must refer it to the Managing Director, or a Board designate should the Managing Director 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).