



20 St. Joseph Street
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Lawrence Cherney C.M.
Artistic Director

Beth Brown
Executive Director

Charitable registration
11884 9389 RR0001

Production Manager – Eight Month Full Time Position

About Soundstreams

Soundstreams is a global leader in the presentation of innovative, ground-breaking, and immersive contemporary musical experiences. Founded in 1982, Soundstreams' curatorial platform has introduced audiences to over 170 works from some of the finest and most ground-breaking composers of our age, from R. Murray Schafer to Nicole Lizée.

From concert performances to fully staged opera/music theatre, and everything in between, no two Soundstreams' productions are the same. Soundstreams presents an annual Main Stage performance series in Toronto, and our touring projects are sought after by the world's most prestigious festivals and venues.

Recent major projects bring to light under-represented voices, such as gay composer Claude Vivier's *Musik für das Ende*; and the first operas written in the Indigenous languages of Cree and Sámi, *Two Odysseys: Pimootewin / Gállábártnit*. Soundstreams is a three-time JUNO nominee and recipient of the Lieutenant Governor's Award for the Arts.

Soundstreams is an equal-opportunity employer, and we believe that our organization is stronger when we have a team that reflects our city's diversity. We encourage all qualified applicants to apply.

About the Position

Soundstreams seeks an experienced Production Manager to work closely with the Company and Programs Manager / Director of Artistic Planning and Outreach to provide production and logistical leadership for Soundstreams' diverse array of concert productions, music theatre/opera, and digital performance. The successful candidate will manage the production/technical aspects of Soundstreams' performances and must possess excellent supervisory expertise. We seek a skilled individual that is adept at contingency planning and able to pivot quickly to meet production needs as they evolve.

This role is ideal for a team player that thrives in a fast paced and highly adaptable work environment, and who seeks further opportunity in Production/Technical Management.

Responsibilities

- Develops and executes detailed production plans and schedules, in compliance with relevant labour union regulations.
- Coordinates all production, technical aspects required for staging, lighting, sound, instrument, equipment transfers and staffing (contractors).
- Responsible for production management for production and creative teams from the moment of initial concept meetings through preparation, rehearsal, opening, final performance and strike.
- Creates and manages all production expense budgets, attending to monthly tracking, year-end estimates, invoices, and reconciliations and provides reports to the Executive



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Director on an ongoing basis.

- Working with the Program Manager, executes all production/logistical documentation and artist communications with efficiency, clarity, accuracy, and attention to detail.
- Provides tour duties and hands on support as required for tours and runouts.
- Creates and updates technical riders for productions to aid in future performance.
- Maintains an inventory of Soundstreams' equipment, sets, and other production assets.
- Ensures a safe and productive working environment for artists, contractors, and staff.
- Support other departments when production information is needed to support events, marketing, publicity and fundraising.
- Develops new production protocols for a fast-paced, high-volume production milieu. – encapsulated in production schedules point
- Implements and oversees all health and safety policies related to the productions and events.

Qualifications

Our ideal candidate is a highly organized, works well under pressure, energetic and collaborative professional, who has:

- An effective and caring ambassador with the cultural sensitivity needed to work effectively in a diverse environment of artists, producers, creatives, management teams, and other stakeholders
- Minimum 3 years' production/technical management experience in a performing arts setting (music, theatre, opera, a definite benefit)
- Familiarity with various labour agreements including American Federation of Musicians, Canadian Actors' Equity Association, ACTRA, Associated Designers of Canada, and IATSE.
- Proven track record in managing multiple projects, details, budgets and deadlines with high professional standards, accuracy, and attention to detail
- Excellent budget, account management, forecasting and reconciliation skills
- Tour coordination/management and/or stage management experience is an asset
- Outstanding communications and organizational skills with meticulous attention to detail
- A high level of computer proficiency, including the MS Office suite and Vectorworks
- An ability to work independently, meet deadlines and multi-task under pressure in a fast-paced environment as a dynamic and supportive team member while managing a team
- Experience reading lighting plots and ground plans



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- A knowledge of current health and safety and ESA legislation, particularly as it applies to the performing arts
- A working knowledge of all aspects of technical production including lighting, sound, scenery, rigging, video, and related areas
- A high level of personal and professional integrity

Remuneration

This is a contract full-time employment position for eight months with potential for renewal. Salary will be commensurate with experience. The position includes participation in Soundstreams' health benefits plan. Standard 40 hours, with evening and weekend work required, particularly during the run of shows.

Annual Salary of \$50,000 - 60,000 commensurate with experience

How to Apply

Please apply by submitting a resume and a cover letter CV by email to bethb@soundstreams.ca refer to "Production Manager" in the subject line.

The deadline to apply is 11:59 p.m. on Monday, May 30th, 2022 or until a candidate is hired. Interviews shall be conducted as soon as a qualified candidates apply. Applications will continue to be accepted until the position is filled. Thank you to all applicants; only those selected for interviews will be contacted.

Soundstreams promotes a diverse, equitable, and inclusive corporate culture to enrich our workplace; grow the pipeline of high potential individuals for senior leadership positions; provide opportunities for unique and diverse artistic visions of excellence; and reach a broad and diverse audience base. We welcome, value, and thrive on perspectives and contributions from people from backgrounds that vary, including by race, gender, sexual orientation, identity or expression, age, national origin, religion, or physical ability. If you require any accommodations during the hiring process, please email bethb@soundstreams.ca.

We thank all candidates for their applications; however, only those selected for interviews will be contacted.