



### **Production Assistant, Summer 2025**

Full-time Seasonal (1 position available)

35 hours/week

8–14-week contract\*

Rate: \$19.00/hour

Start Date: May 19/June 30, 2025\* TBC

End Date: August 24, 2025

\*This position is subject to funding. Additional contract dates may also be available subject to funding.

The Production Assistant supports and assists with the execution of the company's production activities for Summer 2025, including productions and staged readings. Assists with tasks in the areas of pre- and post-production and management that supports the design, technical and stage management teams during the day-to-day preparation and operations of events and productions.

### **General responsibilities:**

This position is responsible for assisting with a variety of production support tasks such as communications, schedules, script assistance, set and stage equipment change overs as assigned by the Production Manager in consultation with appropriate designers and stage managers. The Production Assistant will report to and work under the direct supervision of the Production Manager and will work primarily on site or remotely with the appropriate production & artistic team members, dependent on the production or program.

### **Requirements:**

This is a government funded position, and the successful candidate is between the ages of 18 and 30, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Previous theatre production & stage management training and/or experience preferred
- Previous theatre technical and set construction/decoration training and/or experience preferred
- Previous theatre experience and knowledge an asset
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Strong organizational skills
- Able to work well with multiple team players and Theatre on the Ridge personnel
- General computer skills (working knowledge of Word, Excel)

The successful candidate must have access to independent, reliable transportation as it relates to the position requirements for the duration of the placement.

This position includes regular weekend and evening hours as per the performance calendar and season dates (available at [www.theatreontheridge.ca](http://www.theatreontheridge.ca)).

Applications will be accepted until **March 14, 2025**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [humanresources@theatreontheridge.ca](mailto:humanresources@theatreontheridge.ca). We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

***“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and***

***persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available."***