

PART-TIME PRODUCTION MANAGER

Theatre on the Ridge

Port Perry, Ontario

Theatre 3x60/Theatre on the Ridge is a regional, not-for-profit professional theatre company, committed to enriching lives through theatre.

Website – www.theatreontheridge.ca

Position Description: Production Manager – Part-time

Contract Dates: May 19, 2026 to September 30, 2026

Rate of Pay: \$30.00/hr

Hours/week: 20hr/wk over 20 weeks

OVERVIEW

Reporting to the General Manager, the Production Manager oversees the realization of the logistical, staging and technical elements of Theatre on the Ridge productions and projects at several venues. The Production Manager is a key member of the company's management and administration team, engaging most closely with the artistic, facilities, rentals and education departments to ensure the effective execution of performances, programs and events.

Applicants with a background in event production, stage management, technical theatre or similar environments would also be suitable for this part-time position. The Production Manager position offered is a part-time seasonal contract, but there is potential for contract extension and/or growth to full-time employment. Also at this time, this is a hybrid (in-person and virtual) position, subject to specific task requirements.

Theatre on the Ridge is a regional professional theatre company operating in Blackstock, in Scugog Township, approximately 1 hour northeast of Toronto. The company stages a four month predominantly outdoor summer theatre festival on the grounds of the local museum from June to September and also offers performances, community and educational programming at various local venues through the year. Theatre on the Ridge has a modest inventory of technical equipment suitable for touring to small venues or performances during the summer and has a 2,000 sq. ft. storage facility for costumes, props and set pieces. The Production Manager will have a key role in the smooth execution and management of all of these activities and spaces, working as one of a team of three senior staff, including the Artistic Director and General Manager.

Key Responsibilities

- Managing and/or supporting the realisation of produced and presented artistic offerings
- Leading the coordination of all production and technical activities for productions, events and educational programming.
- Establishing and managing of production budgets
- Participating in the planning of artistic seasons
- Ensuring the maintenance of performance-related spaces and equipment
- Planning the long-term technical equipment needs of the facility

Requirements

- Three to five years' experience overseeing the execution of artistic events
- Demonstrated skills as an effective manager of people in union and non-union environments
- Strong interpersonal, communication, leadership and relationship-building skills

- Excellent communication skills, both verbal and written
- Proven ability to think strategically, to manage others and to delegate work
- Experience creating, monitoring and adhering to budgets, production calendars, and schedules
- Broad understanding of technical theatre and/or events
- Diplomacy and tact in negotiating and mediating artistic and technical discussions
- Ability to provide accurate staffing and production budget estimates upon reviewing tech riders, scripts, or proposals
- Ability to manage multiple projects, meet deadlines, and allocate time and resources
- Excellent organizational skills and attention to detail
- Good computer skills, including competence with Excel and knowledge of industry-related software such as QLab.
- Experience reading ground plans, light plots, and other theatrical specifications plus a basic knowledge of ETC lighting & sound consoles are assets
- An adaptive, proactive and flexible approach to work
- An enthusiasm for working collaboratively with diverse individuals and in team settings
- A commitment to both community-engaged and fully professional arts shows and events

Note: Candidates with relevant, transferable skills who do not exactly meet the below are encouraged to apply.

The successful candidate must also have access to independent, reliable transportation as relates it to onsite requirements of the position.

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

Other Requirements

- A personal commitment to equity, diversity and inclusion learning and practices
- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)

Applications will be accepted until **noon, May 6, 2026**.

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at 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 encourages 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.”