

**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: Programming Associate

Contract Dates: June 1, 2026 to January 24, 2027

Rate of Pay: \$22.00/hr

Hours/week: 30hr/wk over 30 weeks worked*

***Offices closed December 21, 2026 – January 3, 2027**

Overview

The position of Programming Associate is hired by, and reports to, the Programs Coordinator, in conjunction with the General Manager, supported by the Board and Artistic Director. This position supports the company's mission and values with specific knowledge and work experience in the areas of programming and event management. Company programming and production activities primarily include educational programming, community events and engagement. Due to the encompassing and integrated nature of the company's overall mission and activities, some stage production pre and post-production tasks and activities are also included within the scope of this position. This position works onsite in various locations, depending on task and program, and also remotely when applicable.

The Programming Associate supports, oversees, implements, and reports on the company's programming/production activities in the areas of budgets, schedules, communications, pre and post program/production documentation, staffing, and works directly with senior company staff – Programs Coordinator, General Manager and Artistic Director.

The Programming Associate's major areas of responsibility are:

Planning/Scheduling

- Responsible for the co-ordination and integration of all programming and production projects in all spaces, including site visits as required;
- Confirms availability of all spaces with appropriate venues with senior staff and other appropriate personnel;
- Produces a detailed master company programming and activities schedule in conjunction with the Programs Coordinator, and in consultation with other senior staff;
- Collates and distributes detailed master weekly schedule for all active projects, based on individual schedules created by Program Coordinator, other senior staff and appropriate project/activity leads;
- Collate a detailed daily schedule, as received from appropriate project/activity leads;

Staffing

- Supervises and engages with programming/production personnel as directed by the Programs Coordinator, in consultation with other senior staff;
- Ensures all company policies and recognized industry standards are adhered to;
- Arranges for, and completes, work contracts for all programs personnel, under direction of the Programs Coordinator, with the support of other senior staff;
- Monitors personnel performance and motivates as directed by the Programs Coordinator, with support of other senior staff;
- Supports a system of progressive discipline as per company policy and recognized industry practice; and may be directed to issue verbal and/or formal written letters when necessary;
- Ensures that all work and practice by programming personnel is completed using accepted, safe working practices as per company policies and recognized industry standards;

- Negotiates, with the appropriate personnel, any changes to master and weekly schedules and availabilities, and informs senior staff of any significant changes;
- Identifies and reports significant programming/production conflicts to the Programs Coordinator and other senior staff. Acts as a first stage mediator to resolve conflict where appropriate and as directed;

Budgets & Operations

- Assesses and estimates artistic personnel, travel, materials and running costs of programs, and productions as relevant, for report to the Programs Coordinator and other senior staff, after obtaining input and information from program personnel, production team members, e.g. instructors, designers;
- Supports all senior staff with the development of programming budgets;
- Distributes individual budget line information to appropriate personnel;
- Monitors all programs/production expenses and keeps detailed accounting records; reconciles and distributes all expense claim transactions;
- Prepares all expense/purchase forms for authorization by appropriate senior staff;
- Produces a detailed financial report to be included in regular reports submitted to senior staff within 1 month of program/production/project completion or on a monthly basis for ongoing programming.
- Develops formalized time sheets; keeps a record of all hours worked on programming/productions and includes a breakdown in the monthly report;
- Prepares cheque disbursement statement for Programs Coordinator approval, prior to forwarding to General Manager for issuing of salary/honorarium cheques/expense claims to instructors, designers, management and production crew, based on established company compensation policy and approved project budget;

Communications

- Works with Programs Coordinator and other senior staff to design and maintain a communication system that keeps all participants informed and enables feedback, including receipt and publication of daily and weekly programs/rehearsal schedules;
- ensures lines of communication are kept open and clear between education, production personnel and artistic staff in accordance with approved company policies;
- Is the daily liaison between all programming/production personnel and senior staff;
- Works with Program Coordinator to oversee and develop programs marketing and promotion content for website, newsletter(s) and social media, in conjunction with Media Coordinator and marketing team.
- Ensures the programs/production callboard is established and maintained;
- Chairs regular programming/production meetings when required;
- Attends and participates in other planning and specific project meetings as required;
- Provides regular reports to Program Coordinator for inclusion in staff reports to the Board;
- Develops and maintains an accurate company contact list for all programming/productions personnel.

Post Programming/Production

- Coordinates end of program/production procedures, documentation and tasks, engaging with relevant project personnel as required.
- Participates in real time program/production tasks as required;
- Ensures minutes are taken at project Post Mortem debriefing;
- Submits a final project report to appropriate senior staff, which includes a synopsis of project process with recommendations, preliminary labour and materials budgets, actual labour and materials budgets, crew time sheet totals and the Post Mortem minutes.
- Supports the completion of any necessary funding final reports with appropriate senior staff.

Position Requirements & Eligibility

This is a government funded position and the successful candidate is post-secondary program graduate, under the age of 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:

- University degree or college diploma in arts administration, production management, event planning or related fields required.
- Previous events and programs management experience a major asset
- Previous theatre production or management training and/or experience a major asset
- Previous theatre experience and knowledge in any other area a major asset
- Previous other arts management training and/or experience an asset
- Previous scheduling experience
- Project management skills
- Technical proficiency in Word and Excel required
- Technical familiarity with Zoom and Google Workspace an asset
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Strong written/oral communications and interpersonal skills
- Strong organizational and problem solving skills
- Able to work well with multiple team players and Theatre 3x60 personnel
- Ability to represent and advocate for the organization and the sector.

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, especially through June, August and September as per the performance calendar and season dates (available at www.theatreontheridge.ca).

Applications will be accepted until **May 15, 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.”