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Calgary, Alberta T2G 0P5

## **JOB POSTING**

### **Production Manager –Vertigo Theatre (Calgary, AB)**

Vertigo Theatre is seeking an individual for the position of Production and Facility Manager. This position is responsible for: overseeing, planning, and coordinating all aspects of the production department including strategic planning, staffing, scheduling, budgeting and expense management for all productions produced and presented by the theatre as well as special fundraising events, and facility rentals.

The ideal candidate will encourage the highest level of artistic excellence and collaboration and ensure the flow of information amongst artistic, administrative and production staff. The Production Manager will also oversee the day-to-day management of the facility.

This is a year-round senior management position, reporting to the Artistic Director, for all matters pertaining to department personnel, scheduling and the quality of production values, and to the Executive Director for all matters pertaining to capital purchases/improvements, facility management and budget control. The Production Manager directly supervises the Production Department, Technical Directors, house technicians and stage management as well as the following sub-contractors for the Mystery Series: set construction, set painting, wardrobe and props.

The successful candidate will possess superior interpersonal, project management, time management, personnel management, financial management, facility management and conflict resolution skills. A minimum of 3 years production management experience is preferred.

This is a permanent full time position with a preferred start date of August 1st. Salary and benefits will be commensurate with experience. Interested applicants should submit a letter of interest and resume before July 4th, 2016 to Rose Brow, Executive Director at [rose.brow@vertigotheatre.com](mailto:rose.brow@vertigotheatre.com)

Detailed position descriptions and more information on Vertigo Theatre and the position can be found on <http://www.vertigotheatre.com/jobs-and-auditions/>

No phone calls please; those chosen for interviews will be contacted directly.

**ABOUT VERTIGO** Vertigo Theatre has entertained audiences for over 39 years with high quality programming, evolving into a truly unique organization. We program two series: The BD&P Mystery Theatre Series and the Y Stage Theatre Series (for young audiences). Vertigo Theatre is also home to a variety of arts organizations that rent our performance venues throughout the regular theatre season. [www.vertigotheatre.com](http://www.vertigotheatre.com).