

The School of Toronto Dance Theatre

JOB OPPORTUNITY: PRODUCTION & OPERATIONS MANAGER

The School of Toronto Dance Theatre is one of Canada's leading dance training centres and offers training programs for professional and recreational dancers of all ages from its studio and office space in Toronto's Cabbagetown area. The School strives for artistic excellence in teaching, stays vitally aware of ongoing developments in the art form of dance, provides stable administration and financial management, and maintains a strong and responsible Board of Directors. Through its dedication to excellence, the School has remained at the forefront of training in contemporary dance in Canada for over fifty years.

The School is in search of a Production & Operations Manager to join its team in a full-time permanent position. The ideal candidate is a dynamic technical and administrative professional with demonstrated experience in the field of performing arts, and with an interest in dance, education and working with students. A minimum of three years' work experience is required. This is primarily an administrative role, however experience in technical production is an asset.

Working under the direction of the Artistic & Pedagogical Director, the Production & Operations Manager will work closely with the Managing Director, administrative staff and artistic personnel, to contribute to the day-to-day operations and overall promotion of the School.

Roles & Responsibilities

Professional Training Program Scheduling

- produces the weekly Professional Training Program schedule in collaboration with the Artistic & Pedagogical Associate and Artistic & Pedagogical Director
- liaises with the building partners on scheduling needs, understands and upholds the Shared Use Agreement
- oversees all external studio bookings for program delivery

Production Management

- leads all production efforts including hiring, supervising all production staff and crew with the Artistic & Pedagogical Director
- coordinates with other personnel to ensure the efficiency of the production process
- builds and maintains the production budget and schedules
- participates in, lighting, costumes, sound, and many other aspects of production
- prepares and distributes contracts for designers and choreographers
- facilitates production meetings (planning and post-production)
- liaising with the production team, staff, choreographers, rehearsal directors
- manages the personnel schedule for all productions

- performs all duties around gathering/purchasing music for performances
- engages and coordinates with videographer for show order runs, performances, special events and coordinating archival video
- trains, coaches and supervises student-lead production teams and special activities, and to assist with tech support (masking, sound equipment)
- other production needs:
 - maintains and updates the Student Production Manual, when applicable
 - provides technical and production support and for other activities and special events for all School programs
 - provides wardrobe assistance, ensures preparation for performances and restores wardrobe post-production
 - provides production support for off-site or outside regular school activities
 - acts as technical and production liaison with building partners
 - liaise with the Communications & Engagement Manager on archiving show footage and sharing information for front of house requirements.

Operations

- builds and implements the right processes and practices across the organization with regards to health and safety in conjunction with the Managing Director
- provides upkeep of equipment (tech and other) and storage of the School, and researches equipment and sources information required for tech equipment for the School
- provides training on the School and theatre equipment, and other procedures to all personnel
- maintains a good understanding of the ancillary programs, schedules and needs, and assists with these programs as needed
- updates the operational policies and procedures in conjunction with building partners
- acts as the School's representative on the building's Health & Safety Committee
- provides support for the stewardship of our heritage building, where applicable
- where appropriate, provides support and or supervision to other staff members, student employees, and volunteers carrying out the School's programs and initiatives, including fundraising
- other responsibilities as assigned

Skills & Qualifications:

- Excellent interpersonal skills to interact effectively with students, faculty, artists, staff, crew and building partners
- A clear communicator with excellent written and oral communications skills

- Highly organized with the ability to manage multiple projects effectively
- Works independently while collaborating effectively with the larger team
- See yourself as positive, enthusiastic, supportive, and trusting
- A knowledge base where you can confidently share and educate others
- A commanding presence with patience and a willingness to teach and guide students
- Flexible adaptive agile working well under pressure and able to troubleshoot unforeseen circumstances
- Technologically proficient with strong computer skills in Microsoft Office, Google Suite
- Experience with Q Lab, OBS, lighting consoles, streaming platforms
- Experience with communications forums (ex. Discord) is an asset but not required
- French speaking is an asset but not required.

Particulars of the position:

The role is a full-time permanent position. Some evenings and weekends are required. A standard work week at the School is Monday to Friday, 9 a.m. to 5 p.m.

Salary Range: \$45,000 - \$50,000, commensurate with experience, plus vacation and benefits

Start Date: September 2022 or as soon as possible

If you have questions about the position or the School, please visit our website or email us at search@schooloftdt.org.

How to Apply:

Please email a cover letter and CV detailing your experiences in one PDF document to search@schooloftdt.org by 5pm on July 28, 2022. Please no phone calls.

Consideration of applications will begin immediately and continue until the position is filled. All applicants will be notified of the status of their application.

The School of Toronto Dance Theatre is committed to creating a welcoming, respectful and inclusive work environment. We welcome and encourage applications from all people regardless of race, gender identity or expression, religion, disability, or sexual orientation. Please note, the School is housed in a heritage-designated building in the heart of Cabbagetown, Toronto; the building is currently not wheelchair accessible.

We are an equal opportunity employer and encourage all qualified individuals to apply, however only Canadian citizens and permanent residents are being considered for this position.

The School of Toronto Dance Theatre
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