

Position: PRODUCER

Job Description: The Producer is the primary PLAYERS representative for many parts of the production, including sponsors, venue, suppliers and cast and crew. While the Production manager keeps a birds eye view on all aspects of Production, the Producer focuses on the bigger picture- ensuring larger company matters are being handled, being the liaison with the PLAYERS Board, and making sure revenue and expenditures match up and that the company and show are being messaged correctly.

Tasks during the rehearsal process include:

- Organising and attending auditions – sending out the notice and organising audition times
- Overseeing the sponsorship program working with the Board of Directors
- Managing all ticket sales and comps from box office opening through the run of show
- Working with the Production Manager on procurement (t-shirts, audio equipment, programs)
- Collecting all information for the program and work with the designer
- Manage deadlines with cast - costumes, programs, props
- Collecting information from all groups and helping to build the rehearsal/production schedule
- Attending Production Meetings and taking/issuing meeting minutes
- Working closely with the Production Manager on bigger issues – budget constraints, sponsorship management, ticketing
- Working with the venue to confirm rehearsal and show schedule and deal with any conflicts

Tasks during Run of Show include:

- Setting up the house each night
- Managing the ticketing process with the Front of House Manager and/or Production Manager including walk-ups and any conflicts
- Helping monitor actors' beer consumption
- Drinking beer (making sure you can keep yourself together until the end of the show of course!)
- Working with the house security team and the venue on any issues

Time Commitment: Significant – but for the most part can be done whenever works for you

Rehearsal Process: Other than attending weekly Production Meetings and occasional rehearsals, the Producer will do most of their work from home on their own schedule

Personal Time: 10-12 hours a week

Run of Show: Evenings and weekends for the better part of two weeks for Tech and Performances.

Toughest Part: Understanding and finding compromise between competing interests and needs amongst the production team members, cast and band. Often you can't make everyone happy.

Best Part: A real sense of accomplishment once the show opens and is well received!

Recommended Skills or Experience: Experience with PLAYERS on at least one other production (in any capacity), stage management, production management, or producing experience, experience working with budget and clients and/or sponsors.

Position: PRODUCTION MANAGER (PM)

Job Description: The Production Manager keeps a bird's eye view on the whole PLAYERS show process – from managing the rehearsal and production meeting schedule and running production meetings to making sure everyone is communicating, meeting deadlines and having a wicked time! The PM is there as someone outside the rehearsal process who can help solve conflicts and look at things objectively. This individual will work very closely with the Producer(s).

Tasks during the rehearsal process include:

- Assisting with auditions – giving objective opinions about participants and sending out thank you notes to individuals who are not cast
- Working with the Producer on budget and procurement (tshirts, audio equipment, etc.)
- Manage deadlines with cast - costumes, programs, props
- Collecting information from all groups and building the rehearsal/production meeting schedule
- Attending Production Meetings and taking/issuing meeting minutes
- Working closely with the Producer on bigger issues – budget constraints, sponsorship management, ticketing
- Collecting all information for the program and work with the designer to ensure it is complete, on time and accurate
- Working with the venue to confirm rehearsal and show schedule and deal with any conflicts

Tasks during Run of Show include:

- Setting up the house each night
- People managing: making sure actors and prod team members are in place and on time
- Helping monitor actors' beer consumption
- Drinking beer (making sure you can keep yourself together until the end of the show of course!)
- Helping out the Producer and/or Front of House Manager with ticketing, walk-ups, program distribution and 50/50 program
- Working with the house security team

Time Commitment:

Rehearsal Process: Other than attending weekly Production Meetings (1-2 hours) and occasional rehearsals, the PM will do most of their work on the show from home on their own schedule.

Personal Time: 6-10 hours per week

Run of Show: Evenings and weekends for the better part of two weeks for Tech and Performances.

Toughest Part: Keeping on top of emails and calls and being the bad cop when necessary to make sure everyone is doing their part, communicating, and having a great time!

Best Part: Seeing the team pull together through months of hard work to put on an incredible show and have some of the best dance nights in history.

Recommended Skills or Experience: 1-2 years experience managing a team and theatre experience (preferably as an SM or PM)