



## We're Recruiting For A...

# Production Manager (Theatre)

Confederation Centre of the Arts is the result of a dream shared by all Canadians - to create a place where our country's history and multicultural character is celebrated, and where the talents of its people are nurtured and showcased. As an employer, Confederation Centre of the Arts brings together people of diverse skill sets and qualifications in equally diverse operations. The Production Manager is an integral part of the Theatre and Performing Arts team, reporting to the Managing Director, Theatre.

The Production Manager is responsible for all production activities of the Theatre Department and will ensure the efficient execution of all production activities whilst maintaining a consistent standard of excellence reflective of the Confederation Centre of the Arts history and mandate. The Production Manager will oversee all CCOA productions, the Charlottetown Festival, presentations, and rental events.

Additional responsibilities include, but are not limited to:

- Assisting in the planning of the annual season including scheduling, budget management, cost control and production management of all season productions, presentations, and rentals for the Theatre Department.
- Personnel management of all backstage theatre staff and contractors including all IATSE, CAEA, ADC and AFM members.
- Coordination of communication within the department as well as with other departments throughout CCOA.
- Participating as a member of the management team and working collaboratively with other departments to achieve the Centre's strategic goals
- Administration and coordination of processing and payment of all production department invoices.
- Coordinates and arranges all elements for key milestones and dates of each production;
- Supports and liaisons with production creative teams.
- Schedules and chairs production meetings as required to facilitate clear communication of each production's requirements to all Theatre staff.
- Takes on other projects and duties as assigned.

Candidates interested in applying for this position should have:

- 5 years or more of progressive experience leading to a Production Manager role or similar level of position as part of a production team.
- Considerable experience working with CAEA, ADC, and IATSE contracts.
- Experience working in musical theatre, music, and dance companies are all considered as assets for this position.

In addition to the experience requirements listed above, the knowledge, skills, abilities, and other characteristics that are required in this role include:

- Thorough knowledge of government policies, codes, and regulations governing safety equipment requirements and procedures to be followed for the production work performed in the theatres.



- Strong knowledge of production processes with a broad general knowledge of the workings of a producing performing arts company.
- Strong written and oral communications skills, including the ability to interact with all staff in a professional and tactful manner.
- Strong interpersonal and negotiation skills.
- Critical and creative thinking skills– develop, design and create new ideas, systems and relationships.
- Ability to analyze information, evaluate results, make informed decisions, and be accountable for the results with a view to ensuring continuous improvement.
- Exceptional time management skills; the ability to manage one’s own time and the time of others, across multiple projects, teams, and schedules.
- Ability to adjust actions and/or plans in relation to external and influencing factors.
- Strong attention to detail.

Salary: \$70,000-\$85,000 per annum

Confederation Centre is proud to offer competitive benefits package including:

- Health & dental, long-term disability and life insurance coverage,
- Employer-matched pension plan,
- Paid vacation and contingency days,
- Staff discounts on shows and events,
- Employee Assistance Program,
- Training and development opportunities.

## How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Sara Rogers, People & Workplace Manager, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com).

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

**Closing Date: Friday, May 1, 2026**