



PRODUCTION JOB POSTINGS - SUMMER 2022

Perchance Theatre is currently accepting applications for production positions for our 2022 season! These are **contractual full-time positions**. If you are interested in working in an outdoor theatre, with an Equity/DOT environment, we welcome you to apply.

Perchance Theatre is committed to creating an environment where all artists are treated with dignity and respect. We encourage applications from qualified individuals regardless of race, ethnicity, gender, sexuality, or ability; and welcome applicants to self-identify within their application if they feel comfortable doing so.

If you have any questions, or require assistance with this application, please contact Laura at info@perchancetheatre.com.

HOW TO APPLY TO PERCHANCE THEATRE

Individuals can submit their application for production positions [via our google form](#).

Applications should include:

- Cover Letter
- CV or Resume
- References

For best consideration, please apply by **March 23rd, 2022**.

Submit your application here: <https://forms.gle/uVEw6z8wWgW5A44X6>

CONSIDERATIONS FOR WORKING AT PERCHANCE THEATRE

- Perchance Theatre is an **outdoor theatre company**, and all of the open positions require working outside in variable conditions.



- Perchance Theatre is located in Cupids, Newfoundland, and we rehearse in St. John's, Newfoundland. We encourage applications from across Newfoundland and Canada but **individuals are responsible for their own travel expenses**. In addition, **contract artists are responsible for transportation to and from the theatre and rehearsal location**.
- For the 2022 season there will be a **mandatory vaccination policy** for all staff members (cast and crew.) All staff must show proof of 3 COVID-19 vaccinations (two vaccinations and a booster) before a formal offer can be made.
- Perchance Theatre works following CAEA [*Equity - Dance Opera Theatre (DOT) Agreement*] standards, as described by the [DOT](#), and all artists we work with are responsible for upholding these standards. **Production artists are required to understand these policies and uphold them throughout our practices.**



OPEN POSITION: Production Manager and Technical Director (PMTD)

RESPONSIBILITIES

- Overseeing the entire production team (stage management, designers, productions assistants, etc.) throughout the pre-production/rehearsal/production processes.
- Creating production calendars & tech week schedules for the repertory season in accordance with CAEA Dance Opera Theatre (DOT) Agreement.
- Overseeing departmental budgets and managing expense reporting.
- Managing any set construction and treatments (includes costing, drafting, construction as needed, and sourcing materials and space).
- Managing rentals, returns, storage of equipment for the rehearsal hall and the theatre.
- Creating plans for theatre set-up, production install, changeovers and strike.
- Chair production meetings (creating schedule, agendas, and taking minutes).
- Acting as site manager for the theatre during the performance season, maintaining the venue and assisting all departments as needed.

QUALIFICATIONS AND REQUIRED SKILLS

- Graduate from an accredited post secondary institution in the field of theatrical production, or relevant experience.
- A thorough and current understanding of set construction techniques, staging principles and production techniques for theatre.
- Strong leadership skills.
- Excellent communication skills.
- Ability to work well in a team.
- Strength in solving interpersonal conflict.
- The ability to remain calm, positive and focused in a high pressure and deadline based environment.
- First aid training is considered an asset.
- This role will require standard backstage production work in an outdoor setting, and some physical labour may be involved. This could include, but is not limited to, climbing ladders, lifting small set pieces, participating in set changeovers, etc. Accommodations can be made based on the successful candidate's needs and abilities.

SALARY: \$996.00 - \$1,100.00 weekly

DURATION: 14 weeks [*Anticipated Start Date: week of May 23, 2022*]

OPEN POSITION: Production Stage Manager (PSM)



RESPONSIBILITIES

- Overseeing the Stage Management team.
- Scheduling the repertory rehearsal process in communication with the Artistic Director & Directing Team, the Production Manager/Technical Director, and the Stage Management team.
- Stage Managing one production for the summer season while acting as an assistant stage manager for another production(s).
- Being present and responsible for your assigned production during all meetings and throughout the rehearsal, technical and performance process.
- Upholding CAEA [*Equity - Dance Opera Theatre (DOT) Agreement*] standards and company policies throughout the rehearsal, technical and performance processes.
- Responsible for all written documentation concerning your assigned production. This includes, but is not limited to, creating, maintaining and submitting a well organized prompt book, production notes and show reports.
- Attend regular production meetings.
- Communicate details from the Director of your assigned production to all concerned in a timely manner (through daily rehearsal notes).
- Upholding the artistic integrity of your assigned production throughout the performance period.
- Oversee the preparation and storage of all sets, props, costumes, light and sound for your assigned production during the performance period.
- Supervising technical checks; fight, intimacy and dance calls; and safety walks for your assigned production during the performance period.
- Striking and resetting scenic and technical equipment between performances.
- Operating sound during performances of your assigned production (if required).
- Any other duties assigned by the Technical Director.

ADDITIONAL SHARED DUTIES BY ALL PRODUCTION MEMBERS

- Laundering some costume items (if required).
- Directing patrons to parking (if required).
- Ushering patrons and distributing programs (if required).

QUALIFICATIONS AND REQUIRED SKILLS

- Graduate from an accredited post secondary institution in the field of theatrical production, or relevant experience.



- An understanding of staging principles and production techniques for theatre.
- Excellent organizational skills.
- Strong leadership skills.
- Good communication skills.
- Ability to work well in a team.
- Strength in solving interpersonal conflict.
- Ability to remain calm, positive and focused in a high pressure and deadline based environment.
- Experience working in repertory theatre and/or outdoor theatre is considered an asset.
- First aid training is considered an asset.
- This role will require standard backstage production work in an outdoor setting, and some physical labour may be involved. This could include, but is not limited to, climbing ladders, lifting small set pieces, participating in set changeovers, etc. Accommodations can be made based on the successful candidate's needs and abilities.

SALARY: \$900.00 - \$996.00 weekly

DURATION: 12 weeks (includes 1 week prep/wrap + 11 weeks rehearsals/production)
[Anticipated Start Date: week of June 6, 2022]

2 OPEN POSITIONS: Stage Manager (SM)

RESPONSIBILITIES

- Stage Managing one production for the summer season while acting as an assistant stage manager for the other production(s).
- Being present and responsible for your assigned production during all meetings and throughout the rehearsal, technical and performance process.
- Upholding CAEA [*Equity - Dance Opera Theatre (DOT) Agreement*] standards and company policies throughout the rehearsal, technical and performance processes.
- Responsible for all written documentation concerning your assigned production. This includes, but is not limited to, creating, maintaining and submitting a well organized prompt book, production notes and show reports.
- Attend regular production meetings.
- Communicate details from the Director of your assigned production to all concerned in a timely manner (through daily rehearsal notes).



- Upholding the artistic integrity of your assigned production throughout the performance period.
- Oversee the preparation and storage of all sets, props, costumes, light and sound for your assigned production during the performance period.
- Supervising technical checks; fight, intimacy and dance calls; and safety walks for your assigned production during the performance period.
- Striking and resetting scenic and technical equipment between performances.
- Operating sound during performances of your assigned production (if required).
- Any other duties assigned by the Technical Director or the Production Stage Manager.

ADDITIONAL SHARED DUTIES BY ALL PRODUCTION MEMBERS

- Laundering some costume items (if required).
- Directing patrons to parking (if required).
- Ushering patrons and distributing programs (if required).

QUALIFICATIONS AND REQUIRED SKILLS

- Graduate from an accredited post secondary institution in the field of theatrical production, or relevant experience. An understanding of staging principles and production techniques for theatre.
- Excellent organizational skills.
- Good communication skills.
- Ability to work well in a team.
- Ability to take direction well.
- Ability to remain calm, positive and focused in a high pressure and deadline based environment.
- Experience working in repertory theatre and/or outdoor theatre is considered an asset.
- First aid training is considered an asset.
- This role will require standard backstage production work in an outdoor setting, and some physical labour may be involved. This could include, but is not limited to, climbing ladders, lifting small set pieces, participating in set changeovers, etc. Accommodations can be made based on the successful candidate's needs and abilities.

SALARY: \$850.00 - \$925.00 weekly

DURATION: 12 weeks (includes 1 week prep/wrap + 11 weeks rehearsals/production)

[Anticipated Start Date: week of June 6, 2022]



OPEN POSITION: Assistant Stage Manager (ASM)

RESPONSIBILITIES

- Acting as the assistant stage manager for all productions during the 2022 season (involves attending rehearsals in support of the Stage Management team, managing backstage track during performances, assisting the Stage Management team and performers as needed, tracking props and costumes, creating running paperwork, working with Production Assistants, etc.)
- Striking and resetting scenic and technical equipment between performances, assisting with changeovers.
- Laundering costume items.
- Any other duties assigned by the Production Manager/Technical Director or the Stage Management team.

ADDITIONAL SHARED DUTIES BY ALL PRODUCTION MEMBERS

- Directing patrons to parking (if required).
- Ushering patrons and distributing programs (if required).

QUALIFICATIONS AND REQUIRED SKILLS

- Experience in theatre production.
- Excellent organizational skills.
- Good communication skills.
- Ability to work well in a team.
- Ability to take direction well.
- Ability to remain calm, positive and focused in a high pressure and deadline based environment.
- First aid training is considered an asset.
- This role will require standard backstage production work in an outdoor setting, and some physical labour may be involved. This could include, but is not limited to, climbing ladders, lifting small set pieces, participating in set changeovers, etc. Accommodations can be made based on the successful candidate's needs and abilities.

SALARY: \$690.00 - \$725.00 weekly

DURATION: 11 weeks [*Anticipated Start Date: week of June 13, 2022*]



OPEN POSITION: Production Assistant (PA)

RESPONSIBILITIES

Assisting the Production Team (including Production Manager/Technical Director, Stage Management, Directors, Design Team, and Company Management) as needed to ensure a successful season. Duties may include:

- Assisting with administrative/office duties throughout the pre-production.
- Assisting with sourcing/transportation of production materials.
- Assisting with the reopening of the theatre in advance of production.
- Supporting the Stage Management team during production and assisting with backstage and production work as required, including laundering costume items.
- Supporting the Front of House Team during production as required.
- Directing patrons to parking.
- Ushering patrons and distributing programs.
- Any other duties assigned by the Management Teams.

QUALIFICATIONS AND REQUIRED SKILLS

- Experience in theatre production.
- Excellent organizational skills.
- Good communication skills.
- Ability to work well in a team.
- Ability to take direction well and a willingness to learn.
- Ability to remain calm, positive and focused in a high pressure and deadline based environment.
- First aid training is considered an asset.
- This role will require standard backstage production work in an outdoor setting, and some physical labour may be involved. This could include, but is not limited to, climbing ladders, lifting small set pieces, participating in set changeovers, etc. Accommodations can be made based on the successful candidate's needs and abilities.

SALARY: \$650.00 - \$700.00 weekly

DURATION: 6-11 weeks