**PRODUCTION ASSISTANT**

If you are 30 years or younger and eager to further develop your theatre skills and your passion for the arts, Rainbow Stage (1993) Inc. is inviting applications for the position of PRODUCTION ASSISTANT. Reporting to the Production Manager and Technical Director, this position will work to assist and support these two positions during the summer season at the stage by taking on simpler tasks and duties, allowing the PM & TD more time to focus on the larger challenges at hand. This will also allow plenty of opportunities for learning about the general nature of operations and departmental activity backstage at Rainbow Stage.

**Position Specifics**

* This is a seasonal, hourly position
* May – August 2022
* The position requires flexibility in schedule
* $13/hour, 35 hours/week

**Key Duties and Responsibilities**With direction, training, supervision and mentorship provided by Rainbow Stage’s Production Manager and Technical Director, this individual will:

* Assist with research and sourcing of props, props materials and production related materials
* Assist with organization and updating of prop and production documents and tracking sheets
* Assist with communications between all departments at the stage
* Assist with shopping list, shopping, purchasing, pick-ups, transport, returns, loading and unloading of props and production materials and deliveries
* Assist with organizing of expense receipts and invoices for props and production management
* Assist with transport of props and production items between stage and rehearsal hall
* Creation and maintenance of props as directed by the Head of Props and Production
* Manager
* Assist with upkeep and development of the props department and all backstage spaces at the stage
* Assist with cleaning and adherence to Covid-19 policy, procedure and protocols backstage
* Other duties as assigned by the Production Manager or Technical Director

**Qualifications / Required Skills**

* Basic knowledge of production techniques and staging principles.
* Experience with a variety of art forms - especially theatre, dance and music
* Minimum 2-4 years in Theatre. Professional theatre is an asset.
* First Aid certification is an asset.
* Strong admin/research skills. Great understanding of Word, Excel and Outlook.
* Strong budgeting and scheduling skills
* Strong written and verbal communications skills with demonstrable ability to communicate with different types of personalities and group.
* Excellent organizational skills with the ability to work on multiple projects with tight timelines and prioritize daily activities with a positive attitude.
* Ability to stay calm under pressure and make good decisions collaboratively and quickly
* Strong interpersonal skills, integrity, collaborative spirit and cultural sensitivity needed to work efficiently in a diverse environment of artists, producers and management team
* Driver’s license and vehicle

**Additional Information**

This position will involve freedom of movement around an outdoor/indoor venue as well as other spaces including admin offices, rehearsal halls and vendors/suppliers. Periodic sitting at computer will be necessary. Some heavy lifting may be required.

Rainbow Stage values diversity in its workforce and invites applications from all qualified candidates. If you require accommodation at any stage of the application process, please do not hesitate to make a request. We thank all applicants for their interest in Rainbow Stage, however only those selected for further consideration will be contacted.

Rainbow Stage is committed to providing a safe and healthy environment for all individuals working with Rainbow Stage. As a result, Rainbow Stage is implementing additional measures to protect us all from contracting and/or spreading Covid-19.**It is Rainbow Stage’s requirement that all employees hired to commence employment after November 1, 2021, will be fully vaccinated.**

Due to the uncertain nature of the Covid-19 pandemic, and no clear end to the pandemic, this Policy will be reviewed by the Board of Rainbow Stage and may be adjusted in the future, in accordance with public health orders and the ongoing evolution of the pandemic. For example, the Board may determine, at a future date that it is necessary for all onstage and backstage employees to be tested regularly, as well as be fully vaccinated.

**Contact Information**

Interested candidates are asked to submit a cover letter and resumé to Andrea Pratt-McDowell at aprattmcdowell@rainbowstage.ca with the subject line **Production Assistant**

**Deadline to apply is May 27, 2022.**

**Employer Profile**

Rainbow Stage is Canada’s largest, longest-running open-air professional theatre. A not-for profit charitable arts organization dedicated to the genre of musical theatre, Rainbow Stage provides Four Pillars of Programming: Education, Outreach, Professional Training & Productions. By connecting our Production pillar to our established Education, Outreach and Professional Training pillars, we have created a bridge for Manitobans as young as 9 years old to begin a journey to a professional career on our stage and behind the scenes.

Rainbow Stage currently operates in three locations in the city of Winnipeg:

1. Seasonal theatre venue in Kildonan Park
2. Administrative offices on Henderson Hwy
3. Various rental spaces for rehearsals, auditions, and workshops

Looking to the future, the City of Winnipeg has committed 3 million dollars (to be matched) to renovate and renew Rainbow Stage as it develops a vision to bring the theatre in the 21st Century. The vision encompasses:

* Ensuring the accessibility/safety for our patrons, contract workers and employees
* The centralization of our operations (administration, auditions, rehearsals, education);
* The building of an all-season rehearsal hall/second playing space;
* The renovation of some existing spaces for all-season activity and accessibility;
* The development of year-round programming (education, outreach, and new work);
* The exploration of practices that will foster and promote environmental stewardship.

As we enter a new strategic plan in the coming year and as we work toward our 75th anniversary in 2029, we have our sights set on continuing to improve the company’s artistic and cultural vision in order to properly serve Manitobans for many years to come.