



www.productioncanada.com

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Re: Job Posting – Permanent Assistant Production Manager

EMPLOYER PROFILE - www.productioncanada.com

Production Canada is a theatrical and live event scenery fabrication shop and Production/Event Management company.

We design and build for a variety of organizations across the country including theatre companies and corporate clients. We also offer complete turn-key production and technical event management services.

Our company is built around a policy of hard work, fun and respect shared with both staff and clients.

QUALIFICATIONS

- ✿ Minimum of two years of professional experience in the special event industry
- ✿ Experience working hands on in a variety of departments including video, audio, staging, and lighting
- ✿ Must have a valid driver's license and own vehicle
- ✿ Friendly and personable a must
- ✿ Experience and knowledge of CAD mandatory. Vectorworks preferred.

JOB DESCRIPTION and RESPONSIBILITIES

- ✿ Report to the Production Manager
- ✿ Assist with corporate events from early design to complete execution
- ✿ Drafting of floor plans and event layouts
- ✿ Coordinating with suppliers/vendors in advance of events
- ✿ Assist with developing load in and production schedules
- ✿ Assist with maintaining production budgets and collecting supplier quotes
- ✿ Strong interpersonal and communication skills

HOURS AND SALARY

Show prep and advance work will take place during normal business hours. Our shows setup at all hours of the day and night, and a flexible schedule is required and appreciated.

This is a permanent full time position beginning immediately.

Remuneration will be based on skills and experience.

CONTACT INFORMATION

Please send your 1 page resume and a cover letter via email to info@productioncanada.com.