



[www.productioncanada.com](http://www.productioncanada.com)

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**Re:** Job Posting – Permanent Production Manager

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**EMPLOYER PROFILE** - [www.productioncanada.com](http://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 five 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 head of Event Production
- ✿ Production manage corporate events from early design to complete execution
- ✿ Drafting of floor plans and event layouts
- ✿ Supervising production crews and suppliers while on site
- ✿ Coordinating with suppliers/vendors in advance of events
- ✿ Developing load in and production schedules
- ✿ 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](mailto:info@productioncanada.com).