



46 Grand Ave. S., Cambridge, ON. N1S 2L8

ORGANIZATION DESCRIPTION:

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse and Playhouse II in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and the Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge.

PRODUCTION ADMINISTRATOR

Reports to: Director of Production

Function: To assist the Director of Production in the daily operations of the Production Department.

Duties and Responsibilities shall include but not be limited to:

- In conjunction with the Director of Production and Department Heads, over-seeing and organizing the scheduling of production personnel as assigned.
- Maintain and update Production Department personnel files including training records, contracts, hours worked, Statutory Holiday entitlements, and vacation tracking.
- Tracking production spending and generating reports as required.
- Act as a buyer / driver for various production departments as required.
- Perform duties as a technician on Production related activities as required.
- Coordinating the flow of information among artistic, administrative, and production staff.
- Scheduling production meetings when required.
- Assist in organizing the shipping of all production materials, including lumber, props, paint, supplies, and when applicable, sets and rented materials.
- Working on rentals and special events as required.
- Maintaining a positive working relationship with all other departments.
- Maintaining a clean, safe, and secure working environment including the safe working environment in Theatres, backstage areas, rehearsal halls, shops, and other work areas.
- Working with the Director of Production and Human Resources to assess and implement any training requirements within the production department.
- Continually evaluating current practices within the department as they relate to industry standards, technology and safety.
- Forwarding requests for production purchases to Management for authorization.
- Helping Management with the implementation of co-operative education programs within the production department.

- Upholding the professional image and name of the Theatre in good faith during all dealings with staff, guest artists, the public, suppliers and other theatre companies.
- Abiding by, and implementing all company policies as outlined in the company's Human Resource Policy Manual.
- Other duties as assigned by the Director of Production.

REQUIREMENTS:

- University or college degree in theatre production, or equivalent experience.
- 3 years' experience in a Production position at a Theatre company or scene shop or equivalent.
- Proficiency with Microsoft Office programs.
- An understanding of current production and technical practices within theatre including sound, lighting, video projection and set construction.
- Excellent communication and organizational skills.
- Valid G license
- Knowledge of current labour regulations and practices an asset.

As with most positions in the theatre, occasional work is required in evenings and weekends throughout the year.

SALARY: Commensurate with experience. Full-time contract.

Start: This position is scheduled to commence as soon as possible, at the mutual convenience of the successful candidate and Drayton Entertainment. This position is based in Cambridge, Ontario.

For confidential information, candidates should respond by April 12th, in writing to:

Jeff Johnston Collins
Director of Production
Drayton Entertainment
46 Grand Ave. S., Cambridge, ON N1S 2L8
Or to jeff@draytonentertainment.com

Drayton Entertainment welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.