



10 Algoma Street South
Thunder Bay ON P7B 3A7
807.345.5552
magnustheatre.com

Production Assistant (6-Week Contract)

About the Position

Reporting to the Production Manager and working closely with the Technical Director and Head Carpenter, the successful candidate will be responsible for assisting with the infrastructure necessary for live performance. This position is ideal for a highly motivated individual with technical aptitude who works well individually or as part of a team.

Responsibilities

- To assist the Production Team to construct the scenery, props and hang lighting equipment for Magnus Theatre as required, in concordance with the Set Designer, Lighting Designer and Director's visions and designs.
- To assist, when required, with the base coating of scenery and construction of props.
- To assist the Production Manager in maintaining and upkeeping the facilities, and to care for grounds and exterior maintenance as needed.
- To complete all tasks in a timely and professional manner.
- To maintain a clean, safe, and secure working environment in all job locations.
- To maintain all tools and Stage Carpentry equipment so that they operate safely and efficiently. When tools become damaged, or begin to show signs of disrepair, to alert the Production Manager or Technical Director so that repair or replacement actions can take place.
- To immediately inform the Production Manager or any of the Management Team of any situation that may be hazardous. All accidents/incidents shall be reported, in a timely fashion, to either the Production Manager or Technical Director.
- To work, when required, on maintenance and other related projects on the Theatre premises, when decided necessary by the Management team, and when it does not conflict with primary mainstage production duties.
- To abide by all Company policies and procedures.
- To uphold the professional image and name of the Theatre in good faith during all dealings with staff, guest artists, suppliers, and other theatre companies.
- To assist with any other special events (i.e. fundraising events for the company: yard sale, community show; special presentation events not part of regularly scheduled mainstage season) as general labour/assistant on an "as-needed" basis.

Qualifications

- Appreciation for the performing arts
- Strong interpersonal skills
- Excellent verbal communication skills
- Ability to work within and maintain a highly effective and positive team culture



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- Experience in the areas of Carpentry, Lighting or Audio/Visual an asset
- A general aptitude for understanding and operating technical equipment such as computers, electronics, and basic power tools
- Currently a secondary or post-secondary student or within 6 months of graduation

Further Information

This is a contract position running from May 29th to July 12th, 2023, and the successful candidate will work onsite in Thunder Bay, Ontario to grow Magnus Theatre alongside our vibrant, team-oriented staff. Occasional evening and weekend work will be required.

The compensation package includes a wage of \$15.50/hour with a work week of 37.5 hours. Working hours are primarily evenings and weekends. This position is funded by the Government of Ontario's Summer Experience Program, and the successful candidate must be a post-secondary or secondary student or within 6 months of graduation.

Application Process

If you feel that you could make a meaningful contribution in this role, please send a cover letter and resume in a single PDF file to executivedirector@mangustheatre.com prior to Friday May 19th.

Magnus Theatre is committed to equity, accessibility and creating a safe and healthy workplace. If you require any accommodations during the recruitment process, please let us know alongside submission of your application.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

About Magnus Theatre

Founded in 1971, Magnus Theatre is Northwestern Ontario's only professional theatre, a not-for-profit registered charity, and a full member of the Professional Association of Canadian Theatres (PACT). This year, 2023, marks Magnus Theatre's 51st anniversary. For half a century, the theatre's well-crafted productions have earned it a reputation as a leading arts organization in the region and beyond. Magnus Theatre produces seven Mainstage productions annually and a full array of Theatre in Education programs, serving over 40,000 individuals throughout Northwestern Ontario each year. For more information, please visit magnustheatre.com.