

## Production Manager (Full-Time)

### About the Position

Reporting to the Artistic Director, the successful candidate will be responsible for supervision of all overarching production aspects of Magnus Theatre's productions and special events. This position is ideal for a highly organized, detail oriented, and independent individual with a passion for the performing arts and a knowledge of industry trends and best practices.

### Responsibilities

- In conjunction with the Artistic and Executive Directors estimate production budgets for the season
- Manage and track production expenses
- Monitor all production expenses in a timely fashion and informing the Artistic and Executive Directors of the status of production budgets on a regular basis
- Acquire technical equipment, either by lease or purchase, in consultation with the Artistic and Executive Directors
- Arrange for adequate, dry, clean and safe storage of sets, props, costumes, and other production elements
- Ensure that all technical equipment is maintained in good working order
- Manage and prepare rental contracts for Magnus Theatre
- Assist the Artistic and Executive Directors and the Board of Directors with technical elements of Special Events
- Engage all technicians and craftspeople in consultation with the Artistic and Executive Directors
- Supervise all stage management, technicians and craftspeople, including the provision and monitoring of petty cash and issuance of credit cards
- Coordinate and supervise all production meetings
- Keep detailed documentation of all production activities, including final prompt scripts, receipts, financial reports, copies of agreements, invoices, etc.
- Oversee and manage facility-related activities including, but not limited to:
  - conducting minor repairs and routine maintenance to facility systems and fixtures
  - working with Magnus management and service vendors to complete facility maintenance diagnostics, and develop on-going preventative and long-term facility maintenance plans
  - conduct or contract facility systems, fixtures and equipment repairs and replacements as required
  - oversee and document in-house inspections for life-safety systems (ie. fire alarms, sprinkler systems, emergency lighting, security systems) and coordinating life-safety vendor services to ensure all regulatory requirements are met
- Conduct tasks related to the maintenance of the Magnus Theatre complex and grounds
- Other duties as required

## Qualifications

- Graduate of a recognized theatre program and/or a minimum of 3-5 years experience with a producing theatre company or equivalent
- Comprehensive working knowledge of all production elements used by a producing performance theatre
- Strong computer skills including a working knowledge of word processing, spreadsheets, project management and lighting control applications
- Experience with show costing, budget tracking, material purchasing and equipment replacement
- Experience with facility management pertaining to ongoing and long-term facility maintenance, including building systems' upkeep and life-safety regulatory requirements
- Experience in creating schedules and managing crews
- Excellent communication, interpersonal, collaborative and leadership skills and ability to meet deadlines
- A Valid Ontario Class G Drivers License will be required
- Thorough knowledge of health and safety regulations and experience in adhering to health and safety in the workplace
- Ability to work evenings and weekends, particularly during tech period and performance run
- Ability to work within and maintain a highly effective and positive team culture

## Further Information

This is a full-time position, 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 salary of \$50,000-\$55,000 which is commensurate with experience, and a benefits package after probation is completed.

## 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@magnustheatre.com](mailto:executivedirector@magnustheatre.com) by Monday February 23rd, 2026.

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.



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### **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). 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](http://magnustheatre.com).