



WEST COAST TAP DANCE COLLECTIVE

Job Title:	Production Manager	Show:	10 th Annual Tap Day Show
Salary Range:	Honourarium up to \$500	Location:	Massey Theatre, New Westminster
Contact:	Keri Minty, president	Date Posted:	September 1, 2011
Hire Period:	January to May, 2012	Posting Expires:	November 1, 2011
Show date:	May 19, 2012		

Applications Accepted By:

E-mail:

info@westcoasttapdance.com

Subject Line:

Attention: Keri Minty re: PM position

Mail:

ATTN: Keri Minty
West Coast Tap Dance Collective
4429 Kingsway #31
PO Box 72095
V5H 2A0

Job Description

Job Purpose:

Coordinate the 10th annual tap dance day review show.

Job Duties:

The Production Manager will be responsible for the following:

- All hires relating to the show (with board approval), including MC, guest artists, and Stage Manager
- Liaise with theatre regarding rental agreements, additional equipment, tickets, and technical requirements
- Coordinate with committee heads – volunteers, submissions, publicity
- Coordinate with treasurer and manage budget and timeline
- Coordinate with designer regarding the budget and timeline of flyers and programs
- Liaise with equity and draft and deliver equity and non-equity contracts
- Liaise with guest artists, previous honourees and other special invited guests
- Track complimentary ticket list
- Coordinate regularly with board and Stage Manager
- Create Post Mortem report (including ticket sales, issues with performers and/or volunteers and /or staff, suggestions for the future) and communicate to board

Job Qualifications:

- Experience in coordinating and/or production of theatre events required
- Specific experience in a review or concert style event an asset
- Specific experience with not-for-profit organizations an asset
- Dance experience an asset
- Excellent communication skills both verbal and through email essential
- Excellent organizational skills essential

To Submit:

- Send a resume and references to the above contact information