

PRODUCTION ASSISTANT

An ambassador of the Canadian Opera Company [COC] and member of the Artistic/Music staff, the Production Assistant provides a vital role in communicating the schedule to the artists as well as fielding any questions visiting artists may have while directing them to the appropriate COC staff member. Additionally, the Production Assistant supports the Senior Manager of Scheduling as well as Stage Management teams with any administrative tasks during rehearsals as well as duties during performances.

KEY RESPONSIBILITIES

- Creating all signage for dressing rooms, water bottles, chorus and supers name tags, call boards, baskets and folders
- Creating sign-in sheets for principals, COC Chorus, supers and children
- Copying and distributing production notes
- Maintaining the scheduling call boards
- Phoning/emailing cast members with their revised schedule and keeping a record log
- Updating cast phone lists
- Scheduling light walkers when shows move to the Four Seasons Centre for the Performing Arts
- Assisting Stage Management when needed during rehearsals and technical rehearsal period
- Being at the performance calls working under Stage Management for show duties
- Assisting Scheduling Manager as required and other duties as assigned.

KEY REQUIREMENTS

- Working knowledge of theatre
- An interest in opera
- Education in the field of technical theatre/stage management
- Ability to multi-task efficiently within a fast-paced environment
- Keen attention to detail
- A friendly disposition
- An ability to work well with others

CONTRACT DATES

- Starting Monday March 25, 2024 the contract extends through to mid-May with a possible extension into June
- The incumbent will need to be available for morning, daytime and evening shifts including long hours while in tech rehearsals at the theatre
- Any releases will need to be agreed upon by engager

ABOUT THE CANADIAN OPERA COMPANY

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. General Director Perryn Leech joined the company in 2021, forming a leadership team with Music Director Johannes Debus and Deputy General Director Christie Darville. The COC enjoys a loyal audience, including a dedicated base of subscribers, and has an international reputation for artistic excellence and creative innovation. Its diverse repertoire includes new commissions and productions, local and international collaborations with leading opera companies and festivals, and attracts the world's foremost Canadian and international artists.

The COC Academy is an incubator for the future of the art form, nurturing Canada's new wave of opera creators with customized training and support. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. For more information, visit coc.ca.

APPLICATION PROCESS

Interested persons are invited to submit their resume and cover letter via e-mail, stating salary expectations, no later than March 6, 2024 to schedulingmanagement@coc.ca with the email subject line: "Production Assistant, Job Applicant"

As Canada's largest opera company, the COC deeply values equity and diversity across all levels of the organization and believes in fostering an inclusive, discrimination-free environment that fully supports our team's personal and collective success. We are committed to building a workforce that reflects our community, our city, and our country and, in turn, the COC welcomes applicants from all backgrounds and abilities who share and embrace these values.

The COC is committed to providing accommodations for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

The Canadian Opera Company thanks all applicants in advance, however, only those considered for an interview will be contacted. No phone calls or agencies please.