



# Production Manager

Contract Opportunity for Professional Project Management Services

<b>Contract Term:</b>	April 1 to December 1, 2026
<b>Status:</b>	Independent Contractor
<b>Location:</b>	Remote-first, with in-person attendance required where reasonably necessary for project delivery, including festivals, site visits, rehearsals, presentations, shoots, and selected meetings in Vancouver, BC
<b>Project Allocation:</b>	Mainstage 50% / Tree Drum 30% / Elders 20%

## Compensation

<b>Hourly Contract Rate:</b>	\$27 to \$30 per hour, depending on experience
<b>Estimated Billable Hours:</b>	Approximately 275 to 306 hours over the contract term, depending on final agreed rate and project needs
<b>Max. Contract Value:</b>	Not to exceed \$8,250, exclusive of GST if applicable
<b>Invoicing:</b>	Payment will be made against approved invoices submitted in accordance with the contractor agreement

## About Theatre Terrific

Theatre Terrific Society is a Vancouver-based disability-led theatre company and registered charity. We create inclusive theatre and film through classes, workshops, community-engaged processes, and professional productions. Our work brings together disabled, Deaf, neurodivergent, Mad, chronically ill, and non-disabled artists and community members in collaborative creative spaces grounded in access, belonging, and artistic rigor.

We understand disability through a social model lens. We recognize that people are disabled not by their bodies or minds alone, but by barriers in systems, spaces, processes, attitudes, and structures. Our work focuses on reducing and removing those barriers so that artists and participants with diverse access needs can fully contribute, create, lead, and belong.

We value disability culture, interdependence, multiple ways of communicating and processing, and inclusive artistic practice. We welcome applicants with lived experience of disability, Deaf identity, neurodivergence, chronic illness, madness, or other forms of marginalization, alongside applicants who have demonstrated experience working in disability-affirming and access-centered environments.

## **Position Overview**

Theatre Terrific is seeking a Production Manager on an independent contractor basis to provide production coordination and administrative support services for three defined 2026 projects: Mainstage, Tree Drum, and Elders.

This is a results-oriented contract for a contractor who can manage production administration, logistics, scheduling coordination, budget tracking, and project communications across multiple projects at the same time. The contractor will be responsible for delivering the contracted services using their own equipment and methods, subject to agreed deliverables, timelines, access needs, and project coordination requirements.

## **Key Responsibilities and Deliverables**

1. Budget Tracking and Reporting
  - a. Track approved project budgets for each assigned project.
  - b. Maintain expense records.
  - c. Collect invoices, receipts, and related backup documentation.
  - d. Prepare and provide regular budget status updates to the Artistic Director and Managing Director.
  - e. Coordinate with the Managing Director regarding payment processing, budget variances, and approvals.
2. Contract Preparation and Administration
  - a. Prepare contracts and related engagement documents for artists, designers, technicians, and other project personnel using approved Theatre Terrific templates.
  - b. Administer the contracting process from draft through issuance, revisions, follow-up, and file completion.
  - c. Track returned agreements and related onboarding documentation.
  - d. Coordinate with the Managing Director, who will review and execute contracts on behalf of Theatre Terrific.
3. Project Coordination and Logistics
  - a. Mainstage:  
Coordinate technical and administrative requirements, including Eventotron entries and production logistics for the Vancouver Fringe Festival BYOV process and the Heart of the City Festival.
  - b. Tree Drum:  
Coordinate production dates, scheduling, location bookings, equipment-related logistics, and production communications for the film conversion process.
  - c. Elders:  
Coordinate logistics for a 10-week workshop cycle and final presentation, including scheduling, space coordination, materials, and participant-facing administrative support as required.
4. Communications and Team Coordination

- a. Coordinate communications among project personnel, contractors, venues, and festival contacts.
  - b. Support scheduling and information flow for the Mainstage collaborative team and the Tree Drum film crew, including DOP, sound, camera, and editor roles.
  - c. Maintain clear and timely communication with Theatre Terrific leadership regarding project status, risks, deadlines, and outstanding decisions.
5. Access and Inclusive Practice
- a. Support production processes that anticipate and respond to access needs in scheduling, communication, space use, transportation, sensory environment, and production planning.
  - b. Help identify and communicate logistical access needs across projects, including scheduling, communication methods, space use, and coordination requirements.
  - c. Work in alignment with Theatre Terrific's inclusive practices and commitment to reducing barriers to participation.
6. Production Close-Out
- a. Lead a formal production wrap-up and post-mortem process for each project.
  - b. Complete the post-mortem process within 15 days of the final performance, presentation, or shoot date for each project.
  - c. Finalize cast and crew credits for programs, promotional materials, and digital marketing deliverables.

## **Qualifications**

- Proven experience in theatre and/or film production management in a BC context.
- Strong ability in budget tracking, expense administration, and production documentation.
- Strong organizational skills and ability to manage multiple timelines and deliverables.
- Ability to work independently and deliver contracted services on schedule while coordinating effectively with Theatre Terrific personnel and project partners.
- Strong written and verbal communication skills.
- Demonstrated commitment to disability-affirming, access-centered, and inclusive practice.
- Must supply and use your own equipment, including laptop and phone, for the performance of the contracted services.
- Must provide and use your own vehicle for direct project-related travel where required.

## **Travel and Vehicle Requirement**

- This contract requires the contractor to provide and use their own vehicle for approved direct project-related travel.
- Theatre Terrific will reimburse approved direct project-related mileage at \$0.65 per kilometre, to a maximum of 385 kilometres over the duration of the contract.
- Maximum mileage reimbursement under this contract is \$250.25.
- Mileage must be documented and submitted with invoices in the form required by Theatre Terrific.

## **Contractor Terms**

- This is an independent contractor engagement.
- The contractor is responsible for their own taxes, remittances, insurance, and statutory obligations, if any.
- The contractor will determine the manner and means of performing the services, subject to agreed deliverables, timelines, access needs, and coordination requirements.
- The contractor may provide services to other clients, provided there is no conflict of interest and all agreed deadlines and deliverables are met.
- Nothing in this posting or any resulting agreement creates an employment relationship, agency relationship, partnership, or authority to bind Theatre Terrific, except as expressly set out in a written agreement.
- Fees are exclusive of GST, if applicable. Applicants should indicate whether they are registered for GST.

## **Accessibility and Inclusion**

- Theatre Terrific is committed to accessible and equitable contracting practices.
- We encourage applications from disabled, Deaf, neurodivergent, Mad, chronically ill, and other equity-deserving artists and arts workers, as well as applicants with experience working in disability arts, community-engaged practice, and inclusive creation processes.
- Accommodations are available on request throughout the recruitment and contracting process.

## **To Apply**

Please send your resume and a one-page proposal outlining your relevant experience, your approach to fulfilling the contracted deliverables, your availability during the contract term, and whether you are registered for GST to [hr@theatreterrific.ca](mailto:hr@theatreterrific.ca).

Applications will be reviewed on a rolling basis until the position is filled.