



ARTS UMBRELLA

Production Manager, Dance (Temporary 12-month contract)

Employment Type: Temporary, Full Time (35 hours per week)

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Artistic Director, Dance the Production Manager is responsible for ensuring the success of all Arts Umbrella Dance productions through collaboration with choreographers, directors, costume designers, and technical teams, scheduling, budget management, and contract facilitation.

In this role you will:

- Participate in program planning with the Artistic Director to create content for program and performances to meet the educational outcomes for all programs.
- Collaborate closely with choreographers, directors, costume designers, and technical teams to bring dance productions to fruition.
- Develop and manage production schedules, budgets, and resources to ensure timely and cost-effective execution of performances.
- Coordinate rehearsals, ensuring dancers, choreographers, and technical teams are aligned and prepared for each production.
- Manage the logistical aspects of productions, including venue booking, travel arrangements, and accommodations for touring performances.
- Liaise with lighting, sound, and stage design teams to fully realize the artistic vision for all performances.
- Address any production-related challenges that arise during rehearsals or performances, finding creative solutions to minimize disruptions.
- Manage and maintain accurate records of contracts, licenses, agreements and other relevant documents.
- Handle administrative tasks such as scheduling, travel arrangements, and coordination of guest artists and choreographers.



ARTS UMBRELLA

- Develop and maintain relationships with partner venues, collaborators, and vendors to facilitate successful performances and events.
- Oversee the creation of the General, Professional, Post-secondary, and Summer Program class schedules with consideration to faculty and musician availability, compatibility, and skill set.
- Acts as stage manager for in-house productions and special events.

What you will bring:

- Bachelor's degree in Performing Arts, Dance, Theater Production, or a related field.
- 5+ years of dance or theater production management, with a strong understanding of the artistic and technical aspects of live performances.
- Experience with production software and tools such as: Premiere Pro, Audacity, Q-Lab, EOS Nomad, and Master Tour.
- Awareness of safety protocols and guidelines specific to dance performances and theater environments.
- Familiarity with the process of lighting and sound design.
- Familiarity with application processes for LMIA-exempt work permit, R105 non-resident tax waiver and T1261 ITN would be an asset.
- Strong interpersonal and communication skills to effectively collaborate with diverse stakeholders.
- Flexibility to adapt to changing artistic visions, production needs, and unforeseen circumstances.
- Excellent organizational and project management skills to oversee complex production timelines and multiple stakeholders.
- Ability to work under pressure and manage the demands of a fast-paced production environment.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Production Manager, Dance** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled. Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**