

## Production Coordinator

### Rainforest Circus: *Submerged*

#### Job Description

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The Production Coordinator will be responsible for coordinating the technical and logistical elements of rehearsal, community workshops and production of the [Rainforest Circus: \*Submerged\*](#) Tour, which will be presented on the Sunshine Coast and on Malcolm Island during July and August 2018.

#### Responsibilities:

- Managing the production budget and schedule.
- Working with the Creative Team, Stage Manager, Production Staff to coordinate community integration workshops, rehearsals and production
- Coordinating volunteers and staff responsible for all behind-scenes set-up and strike: including hospitality, costumes, props, and production elements,
- Overseeing load-in and strike for production

#### Qualifications:

- Three to five years experience working in a technical capacity in a professional or independent theatre or in events production.
- A thorough knowledge of rigging techniques
- Experience working with digital sound consoles
- Working knowledge of provincial Employment Standards Act, and Occupational Health and Safety Act, with specific regards to the live performance guidelines
- Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner
- High professional standards with acute attention to details
- Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people
- Valid Class 5 Driver's License

#### Compensation:

- This is a contract position. The Production Coordinator will receive \$1000/week for 5 weeks beginning July 10<sup>th</sup> and ending August 14<sup>th</sup>, 2018
- If you do not live on the Sunshine Coast, The Art Farm will provide you with accommodation and expenses for travel. The Art Farm will also provide all tour personnel with accommodation and expenses for travel to Malcolm Island. The Art Farm will provide one catered meal a day on the Sunshine Coast, two meals a day on Malcolm Island (along with a breakfast per diem), and meal per diems for travel days.

## Note from the Artistic Director, Chad Hershler:

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The [Rainforest Circus: Submerged](#) is an ongoing experiment in community-engaged arts practice. Over the past two summers, a group of professional artists have visited four different ocean-bound communities to collaborate on the development of a “circus in the forest”, inspired by the theme of water. The goal was to create a show “skeleton” that could tour to different communities, integrating local elements and performers in each stop, while maintaining professional calibre production values. In March of this year, the professional troupe will be finalizing the core elements of this show “skeleton”.

This upcoming summer, we are taking the next leap in this ongoing experiment by undertaking a mini ‘tour’ with two stops: Cliff Gilker Park in Roberts Creek on the Sunshine Coast and Bere Point Regional Park on Malcolm Island near Port Alberni. The production tour schedule will include a one week production rehearsal on the Art Farm, a week and a half of community integration and tech rehearsal in Cliff Gilker Park, a ½ week of public performances, travel to Malcolm Island, a week and a half of community integration and tech rehearsal at Bere Point Regional Park, a ½ week of public performances, travel back to the Sunshine Coast, and clean up.

Our organization is founded on the values of collaboration, respect for the planet, honouring our indigenous and settler history, and the creative potential in all of us. The ideal candidate for this position would share these values.

This is a perfect opportunity for an emerging technical theatre-arts or events professional interested in expanding their skills in management and site-specific work or an established technical theatre arts or events professional looking for a new and unique experience.

## How to Apply

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Please send a resume and cover letter before **March 12, 2018** to:

Kelly Foley  
General Manager  
Deer Crossing the Art Farm  
[kelly@deercrossingheartfarm.org](mailto:kelly@deercrossingheartfarm.org)