

## **Job Posting: Production Coordinator (contract), Nightwood Theatre**

**Position:** Production Coordinator (contract - 8 weeks)

**Work Environment:** Hybrid, includes In-office at 877 Yonge Street, and on location at Theatrical venue

**Start Date:** Monday, May 4, 2026

**End Date:** Friday, June 26, 2026

### **About Nightwood Theatre**

As Canada's preeminent feminist theatre, Nightwood cultivates, creates, and produces extraordinary theatre by women and gender-expansive artists. Founded in 1979, Nightwood Theatre has created, produced and toured award-winning plays that have garnered Dora Mavor Moore, Chalmers, Trillium and Governor General's awards. The company is helmed by Artistic Director Andrea Donaldson and Managing Director Naz Afsahi-LeBlanc, whose leadership has received public acclaim for artistic excellence, the successful training and development of emerging women and gender expansive talent, and their on-going advocacy around gender equity.

Each season, Nightwood produces several full productions in Toronto's most beloved mid-sized theatre venues and produces The Groundswell Festival, an annual festival of new works. In addition to our productions, Nightwood is renowned for our professional development programs for emerging artists, recognizing that those critical years after theatre training are the times that shape the theatre artist one becomes. Our Nightwood Shadow Residencies provides training and support to next-generation artists as producers and our Write From The Hip has become a key milestone for women and gender expansive playwrights. In addition to our mainstage season and programming, each year Nightwood hosts our biggest fundraiser event, the Lawyer Show. Up to 40 members of the legal community rehearse for three months to stage an exhilarating, entertaining production, led by a team of professional directors, designers and vocal coaches, all in support of raising money for Nightwood's upcoming season productions. The 17th annual Lawyer Show, "Grease" will be at the St. Lawrence Centre for the Arts June 4-6, 2026.

### **Overview**

Nightwood Theatre is currently seeking a Production Coordinator (8-week contract, full-time) that has a deep passion and interest in performing arts and intersectional feminism. The successful candidate will primarily assist with our annual fundraiser, the Lawyer Show, in

addition to assisting with day-to-day operations at our venue, the Nancy & Ed Jackman Performance Centre. This position is ideal for an individual pursuing a career-path in production management, technical direction, stage management, and/or design. They are organized, have strong collaboration and interpersonal skills, and are motivated to help reach organizational goals put in place. Flexibility for evening and weekend shifts is required.

### **Skill Requirements:**

- As part of the requirements under the Canada Summer Jobs program, the applicant must meet the following eligibility requirements, at minimum:
  - Is between the ages of 18 - 30 at the start time of employment.
  - Is a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
  - Has a valid Social Insurance Number at the start of employment and is legally entitled to work in Canada in accordance with relevant legislation and regulations in Ontario.
- Must be available to work evenings and weekends, predominately from May 31 to June 7, 2026 during the Lawyer Show tech and performance week.
- Physical requirements include: Ability to lift equipment up to 50 lbs, working at heights (under 8'), and ability to stand/walk for extended periods in high-noise environments.
- Ability to keep detail-oriented records.
- Previous experience in stage management, technical crews, and/or production management is preferred.
- Has strong problem-solving capabilities, especially under pressure.
- Is capable of navigating different personalities and respects the different ways in which people prefer to receive their communications and information.
- Exceptional people skills to deal effectively with different artists, production and venue personnell, audiences, and/or donors.
- Shows initiative and is able to meet deadlines and handle concurrent projects, with a strong track record of fulfilling commitments.
- Thrives working both independently and as a team member.
- Demonstrates a familiarity using Google Suite apps (Sheets, Docs, Slides) and/or Microsoft Office applications (Excel, Word, PowerPoint). Familiarity with Mac operating systems and working knowledge of QLab is an asset, but is not required.

### **Major Responsibilities:**

- Assisting on Nightwood’s main annual fundraising musical, the Lawyer Show (“Grease”), which include but is not limited to:
  - Supporting all creative departments: set, costumes, props, sound, LX, and/or stage management. (We will lean into the successful candidate’s interests/previous experience to determine which areas to focus on)
  - Assist the Production Manager with coordinating and tracking production rentals, including pick-up’s/drop-off’s
  - Support Stage Management in creating technical trackers for backstage, including set, props, costumes, and mic tracking
  - Organizing, sanitizing, and minor repairs on costume pieces and props
  - Attend production meetings and add input
  - Assisting with venue load-in and load-out at the St. Lawrence Centre for the Arts
  - Supporting Production Management and Stage Management as needed backstage during tech week and performances
  - Post-show support with rental organization, dry cleaning drop-off’s, and returns
  - Collecting and organizing production expense receipts/invoices, updating production budgets and reconciling financial reports
- Supporting day-to-day venue operations at the Nancy & Ed Jackman Performance Centre, under the supervision of the Director of Facilities & Productions. This includes, but is not limited to:
  - Supporting crew calls as needed (for both internal and/or external renter events)
  - Cataloging and tracking equipment and supplies
  - Gathering and tracking of receipts, reimbursement requests, and/or crew invoices
  - Cleaning and organizing facility spaces (tech booth, storage rooms, performance hall, studio, green room, etc.)
  - Providing input towards the improvement of technical operations and procedures at the venue
- Participate in weekly staff meetings and other full-team meetings, in addition to production-related meetings

**Compensation and Hours of Work**

This is a full-time, 8-week contract position working 35-hours per week. Flexible working hours are provided. There will be requirements to work flextime with evening and weekend work, as the position demands.

Wages: \$20.00/hour

**We are committed to equity and justice in hiring and we particularly encourage applications from people from communities of colour, LGBTQ2S, Indigenous and other equity-seeking communities.**

### **How to Apply**

In lieu of a traditional cover letter submission, qualified applicants are asked to submit their resume via email AND complete [this google form](#) to answer a few short questions. Submissions will only be accepted until Thursday, April 23, 2026 at 11:59 pm ET.

Please direct your EMAIL with a resume to Ashley Elliott at [ashley@nightwoodtheatre.net](mailto:ashley@nightwoodtheatre.net) with the subject line "Resume Submission: Production Coordinator".

**Please note:** we will only consider applicants that complete both steps of submitting the form and emailing their resume prior to the deadline.

For alternate submission methods or any questions, applicants can contact Ashley Elliott, Administrator - Operations & Partnerships at [ashley@nightwoodtheatre.net](mailto:ashley@nightwoodtheatre.net) or leave a voice message at 416-944-1740 extension #100.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.

**Application submission link:** <https://forms.gle/MddDEwosftLXSVLz5>