

# Production Manager

For seven decades, the Calgary Philharmonic has been welcoming communities together through the power of orchestral music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 70 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, live movie scores, and much more. The Calgary Phil also engages thousands of children each season through innovative and accessible Education and Outreach initiatives. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus — over 160 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences and serving the city of Calgary by fostering creativity and belonging. The Calgary Phil Belongs to Everyone.

## The Role

The Calgary Phil is looking for an experienced Production Manager to join its Orchestra Operations team. This position oversees the planning and execution of all production, logistical, and technical aspects of Calgary Philharmonic Orchestra services. The Production Manager reports to the Director, Orchestra Operations, and works closely with all members of the Calgary Philharmonic's administrative team and musicians.

## Key Responsibilities

- Oversee and manage the planning and execution of all aspects of production for all venues where the orchestra performs, including reviewing technical information, obtaining quotes, sourcing equipment, and instruments, etc.
- Hire appropriate crew, ensuring the quality, effectiveness, and efficiency of crew members.
- Create stage maps based on instrumentation, liaising with Orchestra and venue staff, and stage crew.
- Ensure setup of performance stage: instruments, chairs, stands, podium, as well as lighting, sound, climate control, risers, and platforms where required, and any other special performance requirements for all concerts and rehearsals.
- Source/rent instruments, backline, video and technical equipment, organize instrument and equipment transportation, arrange tunings, etc.
- Create and track annual budget for production costs, including venue rentals, stage crew, transportation of instruments, equipment, staging, sound/lighting, etc.
- Create and circulate production schedule, working actively with Artistic and Operations staff, venue staff, and technical providers to ensure that all details are captured and effectively communicated to required parties within timelines, as you have determined according to the Orchestra's schedule.
- Process and report on monthly Resident Company invoices.
- Maintain inventory of stage and production equipment and instruments, assisting with insurance requirements, etc.; advise on maintenance and possible acquisitions.
- Advise on possible venues, assessing feasibility in view of safety, Collective Bargaining Agreement (CBA) requirements, and what is required for the Orchestra.
- Ensure safe working environment and that backstage facilities are in good working order.

- Oversee logistics for run-out performances and tours.
- Chair regular meetings among the team to go through production and logistical details; attend Werklund Centre Production and Resident Partner meetings, communicating relevant information to others within the organization.
- Contribute to Health + Safety discussions, and Chair meetings of the Musician Health + Safety Committee.

### **Desired Qualifications**

- 5+ years' experience working in a supervisory production role for a performing arts organization
- Experience working in an orchestral environment would be considered an asset
- Strong organizational and problem-solving skills
- High attention to detail
- Proactive, industrious, and an ability to navigate multiple projects within necessary timelines
- Demonstrated leadership ability, strong communication skills, and capable of working collaboratively within a team
- Experience in CAD software, specifically Vectorworks 2026, will be considered an asset
- A Class 5 driver's license with a clean drivers abstract
- Experience driving and loading a 26' 5-ton truck would be considered an asset
- Ability to lift up to 50lbs
- Ability to work a varied schedule including evenings, weekends and some holidays
- A sincere interest in arts and culture

### **Additional Details**

- Salary range for this position is \$70,000 to \$90,000 annually dependent on experience, with a target of \$80,000
- This full-time position requires some evening and weekend work
- The Calgary Phil is trialing a hybrid remote work program. Employees who are eligible for this program can work up to three days/week from an appropriate remote location
- As part of our full compensation package, Calgary Phil offers 3 weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits
- Werklund Centre, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9
- The Calgary Philharmonic Orchestra is an equal opportunity employer

### **Application Process**

Application Deadline: Friday 7 August 2026

Applications will be reviewed regularly, and suitable candidates may be contacted before the deadline. No phone calls or emails please.

Please send cover letter, resume, and salary expectations to:

Frank Gallant

Director, Orchestra Operations

HR@calgaryphil.com with subject line 'Production Manager'

A Police Information Check will be required from the successful candidate.

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to accommodate your needs.

We thank you for your interest in the Calgary Philharmonic Orchestra. Only successful candidates will be contacted.