



Shakespeare-in-the-Park Job postings for summer 2023

Repercussion Theatre, the company that has been touring Shakespeare-in-the-Park across Montréal and beyond since 1988, is now accepting applications for our 2023 production team. Join an exciting, dynamic team and be an integral part of this beloved tradition, all while getting to see this city (and province) in new and magical ways.

As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply to be part of our team.

Eligibility

Please note that applicants may need to be eligible for the Canada Summer Jobs program by meeting the following criteria:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

If you are interested in one of the positions below, please email a cover letter and resume to Stephanie Greene, General Manager at hr@repercussiontheatre.com. Interviews will begin as soon as possible and continue on a rolling basis until all positions are filled. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Positions to be filled:

- Technical Director (12 weeks, starting May 29)
- Assistant Technical Director (9 weeks: June 12 - August 11)
- Assistant Production Manager (9 weeks: June 12 - August 11)
- Lighting tech (9 weeks: June 12 - August 11)
- Sound tech (9 weeks: June 12 - August 11)
- Crew (7 weeks, starting June 26- August 6)
- Volunteer Coordinator (9 weeks: June 12 - August 11)
- Concessions Assistant (6 weeks: July 3 - August 11)

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Technical Director: May 29 to August 18 (12 weeks) at \$720/week

Position Summary

Working directly with the Production Manager and Artistic Director, The Technical Director (TD) will oversee all technical aspects of the production.

Tasks will include (but are not limited to):

Leading up to the tour (May 29 - July 12)

- Overseeing the realization of the set, sound and lighting design of the show;
- Sourcing appropriate technical equipment for rental and organizing the follow up on equipment deliverables;
- Attending production and design meetings to observe and document the critical paths for the technical department;
- Conducting inventory updates and ensuring equipment and supplies are in good condition and replenished as necessary;
- Documenting/updating the technical specifications of each performance venue (park);
- Acting as site supervisor during construction and technical rehearsals;

During the tour (July 13 - August 6)

- Acting as site co-supervisor (a shared duty amongst the TD, ATD and PM) during the tour to ensure: the safety of the crew, correct setup and use of all technical equipment, and overall cohesion of the show;
- Assisting with the daily set-up and strike of the stage and equipment as required, and any other tasks related to ensuring that the show takes place without a hitch each evening;

Post-tour (Week of August 7)

- Coordinating and assisting with returns and wrap-up;
- Providing a TD report at the end of the tour.

The ideal candidate will:

- Have relevant production/technical experience;
- Be proficient in English (spoken and written); with basic French (spoken and written);
- Be enthusiastic about leading and motivating our production team;
- Have a positive attitude and ability to multitask, take initiative, and work independently;
- Be willing to work long hours outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment;
- Have a valid driver's license (experience driving a truck is an asset).

We are also interested in candidates who are open to developing a longer-term relationship with Repercussion Theatre.

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Assistant Technical Director: June 12 - August 11 (9 weeks) at \$640/week

Position Summary

Working directly with the Technical Director, the Assistant Technical Director will assist in overseeing all technical aspects of the production, and work alongside the rest of the team to bring this summer's tour to life.

Tasks will include (but are not limited to):

- Working with the TD to ensure the realization of the set, sound and lighting design of the show;
- Assisting the TD in tasks such as: sourcing equipment, updating inventory, etc.;
- Supporting the PM, TD and crew during construction and technical rehearsals;
- Acting as site co-supervisor (a shared duty amongst the TD, PM and their assistants) during the tour to ensure the safety of the crew, correct setup and overall cohesion of the show;
- Working as a team with the rest of the production personnel, assisting with the daily set-up and strike of the stage and equipment as required, and any other tasks related to ensuring that the show takes place without a hitch each evening;
- Helping the TD to create a report at the end of the tour.

The ideal candidate will:

- Have relevant production/technical experience;
- Be proficient in English (spoken and written); with basic French (spoken and written);
- Be enthusiastic about both learning, and leading a team;
- Have a positive attitude and ability to multitask, take initiative, and work independently;
- Be willing to work long hours outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment;
- Have a valid driver's license (experience driving a truck is an asset).

We are also interested in candidates who are open to developing a longer-term relationship with Repercussion Theatre.

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Assistant Production Manager: June 12 - August 11 (9 weeks) at \$640/week

Position Summary

Working directly with the Production Manager, The Assistant Production Manager will assist in overseeing all organizational aspects of the production, and work alongside the rest of the team to bring this summer's tour to life.

Tasks will include (but are not limited to):

- Working with the PM to update the schedule and budget as needed;
- Attending production and design meetings as needed and communicating between various departments;
- Assisting with the scheduling and coordinating of pre-production activities (using excel and other tools);
- Supporting the PM, TD and crew during construction and technical rehearsals;
- Acting as site co-supervisor (a shared duty amongst the TD, PM and their assistants) during the tour to ensure the safety of the crew, correct setup and overall cohesion of the show;
- Working as a team with the rest of the production personnel, assisting with the daily set-up and strike of the stage and equipment as required, and any other tasks related to ensuring that the show takes place without a hitch each evening;
- Helping the PM to create a report at the end of the tour.

The ideal candidate will:

- Have relevant production/technical/management experience;
- Be proficient in English (spoken and written); with basic French (spoken and written);
- Be enthusiastic about both learning, and leading a team;
- Have a positive attitude and ability to multitask, take initiative, and work independently;
- Be willing to work long hours in the outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment;
- Have a valid driver's license (experience driving a truck is an asset).

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Head of Lights: June 12 - August 11 (9 weeks) at \$640/week

Position Summary

The lighting technician (or Head LX) is a key member of the production team, who helps bring our Shakespeare in the Park show to life. Under the supervision of the Production Manager and Technical Director, The Lighting Technician will work with the Lighting Designer in order to bring the show's Lighting Design to life and maintain it throughout the tour.

Tasks include (but are not limited to):

- Attending Production Meetings (as required) in order to understand the overall intentions of the production, with specific attention to the lighting needs;
- Researching (in coordination with the Technical Director) suitable lighting equipment for the tour, including: lighting board, stands, lighting instruments, cabling and generators;
- Getting to know the lighting equipment during training, and working alongside the Lighting Designer to learn how the lights operate;
- Properly setting up the lighting equipment for each performance according to the parameters of each visited park;
- Running the lighting board during performances;
- Maintaining lighting equipment and cabling, and informing the Production Manager if equipment requires repair;
- Working as part of the overall production team, and assisting with the daily set-up and take down of the show (as needed); taking a leadership role when needed, to show actors how to help with striking the equipment
- Liaising with city electricians (if needed) to ensure all safety measures are being followed

The ideal candidate will:

- Have relevant production/technical/lighting experience
- Be proficient in English (spoken and written); with basic French (spoken and written)
- Be a great team player, and willing to take the lead when needed
- Have a positive attitude and ability to multitask, take initiative, and work independently.
- Be willing to work long hours outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment.
- Have a valid driver's license (experience driving a truck is an asset!)

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Head of Sound: June 12 - August 11 (9 weeks) at \$640/week

Position Summary

The Head of Sound is a key member of the production team, who helps bring our Shakespeare in the Park show to life. Under the supervision of the Production Manager and Technical Director, The Head of Sound will work with the Sound Designer in order to bring the show's sound design to life and maintain it throughout the tour.

Tasks include (but are not limited to):

- Attending Production Meetings (as required) in order to understand the overall intentions of the production, with specific attention to the sound needs;
- Researching (in coordination with the Technical Director) suitable sound equipment for the tour, including: sound board, microphones, speakers, cabling, etc;
- Getting to know the sound equipment during training (in particular the wireless mics worn by actors) and helping actors to understand how to properly use the mics;
- Working alongside the sound designer, Stage Manager and Director to be able to support the sound needs of the show;
- Properly setting up the sound equipment for each performance according to the parameters of each park;
- Running the sound during performances;
- Maintaining sound equipment and cabling, and informing the Production Manager if equipment requires repair;
- Working as part of the overall production team, and assisting with the daily set-up and take down of the show (as needed); taking a leadership role when needed, to show actors how to help with striking the equipment.

The ideal candidate will:

- Have relevant production/technical/sound experience;
- Be proficient in English (spoken and written); with basic French (spoken);
- Be a great team player, able to work well with people;
- Have a positive attitude and ability to multitask, take initiative, and work independently;
- Be willing to work long hours outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment;
- Have a valid driver's license (experience driving a truck is an asset).

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Crew: June 26 - August 6 (6 weeks) at \$610/week

Position Summary

The Crew is key to our tour's success. They help to build the set, setup and tear down the stage and equipment for each show, and act as backstage crew for each show. They work on site with the Technical Director, Production Manager and Artistic Director, as well as all other members of the team – professionals in the industry who become contacts and collaborators.

Tasks include (but are not limited to):

- Assisting in the construction, set up and strike of the stage and related technical equipment during pre-production (rehearsals) and performances;
- Assisting in the maintenance of the stage, lighting, sound, props, and tents to ensure that all equipment stays in good working order and meets municipal and union safety standards;
- Assisting in the transportation of the set, sound and lighting equipment.

The ideal candidate will:

- Have relevant production experience;
- Be proficient in English (spoken and written); with basic French (spoken);
- Be a great team player, able to work well with people;
- Have a positive attitude and ability to multitask, take initiative, and work independently;
- Be willing to work long hours outdoors (sun, rain, heat etc) and to adapt easily to an ever-changing environment;
- Have a valid driver's license (experience driving a truck is an asset).

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Volunteer Coordinator June 12 - August 11 (9 weeks) at \$610/week

Position Summary

The Volunteer Coordinator gathers, trains and oversees the volunteers who help before and during our Shakespeare-in-the-Park tour. Volunteers make up the bulk of our front-of-house team, so the Volunteer Coordinator is key in ensuring the success of each evening's performance. Working closely with the General Manager and the Hospitality and Outreach Coordinator, this position is ideal for an organized "people person" who can motivate a team.

Tasks include (but are not limited to):

- Contacting returning volunteers through Repercussion's volunteer database;
- Gathering new volunteers through various means: general outreach, contacting community organizations, centres, schools, etc;
- Planning/leading orientation sessions to explain the different tasks required of volunteers, what is expected from them, and how to work with the public;
- Creating a plan of volunteer work (putting up posters leading up to the tour and acting as front-of-house ambassadors during the shows) and accompanying them throughout;
- Creating a schedule of volunteer availabilities according to the need and their area of residence/area of interest, scheduling and confirming dates with each volunteer;
- Overseeing the volunteers both before the start of shows as they help with marketing, as well as on-site during the run as they usher, help with setup, raffle, selling concessions and merchandise, etc.;
- Keeping an accurate and updated list of everyone who volunteers with us so that they can be properly thanked at the end of the tour;
- Maintaining and updating our "Volunteer Manual";
- Thanking volunteers post-tour.

The ideal candidate will:

- Have relevant experience (eg. volunteer coordinator, camp counselor, team leader, etc);
- Be bilingual (strong French and English);
- Be comfortable with documentation tools like excel, google forms, etc.;
- Enjoy working outdoors and interacting with the public;
- Be able to lead a team and be a good team member;
- Be professional, organized and responsible;
- Have a valid driver's license.

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Concessions Coordinator (6 weeks: July 3 - August 11) at \$610/week

Position Summary

The Concessions Coordinator is a key member of our front-of-house team, working closely with the Hospitality and Outreach Coordinator and the Volunteer Coordinator. They will help assess the needs of the tour in regards to concessions and merchandise, and then lead the concessions team on site during the shows. This is a position for an organized people-person!

Tasks will include (but are not limited to):

- Carrying out transactions using our point of sales system at the concessions tent, including the purchase of food, drinks, and merchandise; donations; and chair rentals;
- Helping to coordinate the purchase and restocking of concessions inventory, including food items and merchandise;
- Helping to figure out the best set-up and display for the concessions tent items;
- Picking up the necessary items at the office to bring to each park;
- Updating the point of sale system as needed;
- Setting up and striking the concessions booth at each performance;
- Working with volunteers in the concession booth during the shows in collaboration with the volunteer coordinator;
- Keeping track of concession inventory and sales;
- Helping to maintain the cash float at shows;
- Being knowledgeable about the show and the company in order to respond to audience inquiries.

The ideal candidate will:

- Have relevant customer service experience (knowledge of point-of-sales an asset);
- Be bilingual (strong French and English);
- Enjoy working outdoors and interacting with the public;
- Be able to both work independently and as part of a team;
- Be professional, organized and responsible;
- Have a valid driver's license.