



CIRQUE ÉLOIZE

PRODUCTION MANAGER / LINE PRODUCER Production and Technical Department

JOB DESCRIPTION

Cirque Éloize is seeking a Production Manager / Line Producer to bring to life and manage ambitious special projects such as major events, opening ceremony performances, tailored shows and events, interactive experiences, and multimedia events.

Type of position: Permanent full-time

Start date: March 2022

Place of work: Headquarters in Montreal Frequent international travel

Remuneration: Based on current pay scale.

JOB DESCRIPTION

Reporting to the Vice President, Production, the Production Manager / Line Producer is responsible for overseeing production activities for certain company projects to ensure they are delivered in accordance with the approved timelines and budgets.

KEY RESPONSIBILITIES

- Manage and participate in drawing up project creation and production budgets
- Apply and enforce company administrative procedures, work with accounting to regularly track expenditures and update the budget, and close the budget upon project completion
- Plan and manage project creation timelines to ensure they are delivered on time
- Participate in project team recruitment, particularly with regards to the contract negotiation process
- Manage production team members
- Negotiate and manage service provider agreements for projects

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- Working in close collaboration with the creative team, oversee the design, creation and alteration of sets, props, costumes, lighting, multimedia, makeup and all other design elements for projects
- Plan, coordinate and supervise all project production activities and work, including preproduction, logistics, rehearsals, integration and delivery
- Support the creative team in the execution of all of its project tasks
- Ensure compliance with company policies, the respect of all personnel and their quality of life in general, and effective communication between the various project creation teams
- Advise the Executive Producer and creative team on all aspects of project production.

REQUIRED QUALIFICATIONS

- Minimum 5 years of experience in a related position in the performing arts or events sectors
- Recognized training in performing arts production or equivalent experience
- Fluency in English and French, both written and spoken, is essential
- Able to work occasional evenings and weekends
- Available for frequent travel abroad.

SKILLS

- Excellent organizational skills
- Ability to manage multiple simultaneous projects with tight timelines
- Proven leadership and team management
- Excellent ability to work under pressure and adapt to change
- Ability to organize, plan and manage priorities
- Curiosity and creativity
- Autonomy and attention to detail
- Initiative and proactivity



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- Good knowledge of the technical equipment required for stage productions
- Good knowledge of the performing arts and major events sector
- Proficiency with Microsoft Office.

BENEFITS

- Group insurance plan
- Teleworking policy
- Active social committee for your wellbeing
- Environmentally conscious organization.
- Membership in En Piste, the National Circus Arts Alliance (access to training, discounts and more).

HOW TO APPLY

Submit your resume and cover letter before **Thursday, March 31, 2022**, to the Cirque Éloize Human Resources Department at eloize@cirque-eloize.com. Only candidates selected for an interview will be contacted.

This position is open to all candidates with the required qualifications.