

EMPLOYMENT OPPORTUNITY
Associate Producer
at Crow's Theatre

Position: Associate Producer
Location: Toronto, Ontario
Date of Posting: May 20, 2026
Preferred Job Start Date: Immediate
Application Deadline: This posting will remain open until the position is filled

ABOUT CROW'S THEATRE

For more than 40 years, Crow's Theatre has been a leading force in the Canadian theatre landscape, recognized for provocative and award-winning new theatre work that premiere in Toronto often followed by national and international tours. Crow's Theatre is distinguished as a preeminent cultural destination for its far-reaching imagination, ideas, exchange, diversity, and grassroots belief that the arts are essential to healthy and thriving communities.

Led by Artistic and General Director, Chris Abraham and Executive Director Sherrie Johnson, Crow's Theatre is located at the corner of Carlaw Avenue and Dundas Street East in Toronto's east end. Our home at Streetcar Crowsnest is comprised of four venues for dynamic cultural and community programming: the Guloien Theatre (225 seats); Studio Theatre (90); the Nada Ristich Studio Gallery (80); the full-service Lobby Bar; as well as an onsite restaurant leased to Piano Piano, which can accommodate 60 seated indoors and 75 on the outdoor patio.

Crow's Theatre is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. Crow's Theatre is committed to building a more diverse workplace and encourage all qualified applicants to apply.

ABOUT THE POSITION

Crow's Theatre is seeking an energetic and motivated Associate Producer to join our team. The ideal candidate is a highly organized, proactive, collaborative professional who thrives in a dynamic creative environment. Reporting to the Producer and working closely with the Senior Producer (Department Head), the Associate Producer will serve as a liaison to artists, co-producers, partners, guest companies, and relevant labour and industry associations, and will collaborate across departments to help bring the theatre's productions and programming to life. This role plays an active part in fostering a supportive and collaborative environment for staff, volunteers, and visiting artists.

Primary responsibilities include planning for auditions and play development workshops, coordinating production contracts and artist payroll, managing artist travel and touring logistics, along with other tasks as assigned by the Programming team.

RESPONSIBILITIES

- Acts as a liaison to the Theatre's artists, co-producers and partners.
- Provides administrative support in coordinating auditions and workshops, including email & phone correspondence, printing and organizing scripts, and other logistical on-site support (Crow's Theatre or other rehearsal/workshop/audition locations) as required.

- Executes the successful and timely paperwork of artistic and production contract engagements, including but not limited to actors, directors, playwrights, and stage management, as directed by the Producer.
- Coordinates artist bookings for travel and accommodations, opening nights, and other festivities, as required.
- Processes programming related expenses ensuring account coding for expenditures and assists with Artist payroll as directed.
- Maintains and adheres to production, co-production, and touring budgets, in collaboration with the Senior Producer and Senior Management.
- Stays current on labour agreements and industry best practices impacting contracts and budgets.
- Demonstrates leadership while working with production teams to ensure timely completion for all production related timelines, deadlines and tasks.

OTHER RESPONSIBILITIES

- Evening and weekend work may be required during production periods or special events.
- Other Duties as required, and subject to change.

QUALIFICATIONS

- A minimum of 2 years' experience in producing and/or production management
- Highly motivated and self-driven with a demonstrable record of productivity and aptitude
- Demonstrable familiarity and experience with applicable industry labour agreements
- Highly proficient in computer programs: Office 365 Word, Excel, Outlook, Teams, Sharepoint, etc. Knowledge of Mac computers and systems an asset
- Ability to work well under pressure, independently, or as part of a team
- Detail oriented with strong verbal and written communication skills
- This position is full time, with some evening and weekend required throughout the season

COMPENSATION

This is a full-time permanent position. A competitive package will be provided with salary commensurate with experience in the range of \$50,000 to \$55,000 per annum. The position includes participation in Crow's extended health benefits and pension plan.

APPLICATION

To apply, please email your detailed resume and a cover letter in PDF form to hire@crowstheatre.com Please refer to "Associate Producer" in the subject line.

Crow's Theatre thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please.

Crow's Theatre is an equal opportunity employer. We are committed to an inclusive and barrier-free recruitment, selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require any accommodation during the hiring process, please email us confidentially at sherrie@crowstheatre.com