



CALL FOR APPLICATIONS: THEATRE PRODUCTION ASSISTANT

Join our production team this summer as we celebrate our 40th season as Ottawa's premiere open-air theatre. Odyssey Theatre produces award-winning mask and movement-based performances that blend classic and contemporary forms, drawing on diverse theatrical traditions from around the world. Our annual *Theatre Under the Stars* series transforms Strathcona Park into a vibrant performance venue along the Rideau River.

We are seeking a **Production Assistant** for our 2026 summer production of *Mirandolina*, an adaptation of *The Mistress of the Inn* by Carlo Goldoni, running **July 23 – August 16, 2026**, with rehearsals beginning **June 22, 2026**.

Position Overview

During rehearsals, the Production Assistant will support the Stage Manager and Technical Director in facilitating the rehearsal process and preparing the production. During the run, the PA will oversee backstage operations and support the smooth execution of performances. The PA will also supervise and mentor our Production Youth Apprentices.

Dates: June 22 – August 21, 2026
Duration: This is a **9-week contract** from **June 22 – August 21, 2026**
Hours: 40 hours/week, 6 days/week
Salary: \$740/week
Locations: Arts Court (2 Daly Ave) & Strathcona Park (25 Range Rd), Ottawa, Ontario.

Key Responsibilities

- Assist the Stage Manager and Director in organizing and running rehearsals
- Support the Technical Director with technical setup and strike
- Assist with sourcing and building props
- Manage backstage operations (props, costumes, masks) during performances
- Set up production elements and facilitate costume changes
- Supervise and Manage 8 Production Youth Apprentices

Qualifications

- Strong attention to detail
- Excellent organizational skills
- Positive, professional attitude
- Ability to take initiative
- Highly dependable
- Ability to work independently and collaboratively
- Theatre production experience or training

A valid driver's licence is required; access to a vehicle is an asset.

Equity & Inclusion

Odyssey Theatre is committed to creating an inclusive, welcoming, and respectful workplace. We encourage applications from individuals of all cultural backgrounds, abilities, gender identities or expressions, religions, and sexual orientations.

How to Apply

Please submit a cover letter, resume, and three references to:

Michael Sheppard, General Manager

info@odysseytheatre.ca

Applications will be reviewed on a rolling basis.

For more information:

613-232-8407

info@odysseytheatre.ca

www.odysseytheatre.ca