



Production Coordinator

The Elora Festival presents world-class vocal/choral and chamber music each July in the vibrant and artistic village of Elora. Led by Artistic Director Mark Vuorinen, the Festival attracts about 7,000 people annually and has The Elora Singers at its core, complemented by established and emerging Canadian and international artists.

The Festival offers both traditional and innovative programming, including classical, world music, interdisciplinary, popular and family-friendly programs.

The 2025 program will run from July 11 – 27, 2025 and will feature a series of performances by the ensemble in residence, The Elora Singers. Guest artists engaged to perform at the 2025 Festival include Jeremy Dutcher, Chanticleer, The Gesulado Six, Autorickshaw, Myriam Leblanc, Elinor Frey, Rachel Fenlon, Janina Fialkowska and members of the Kitchener-Waterloo Symphony.

The Production Coordinator reports to the Manager, Elora Festival & Singers and represents the Production Department at Festival venues. This position acts as the main point of contact between the various groups including the production assistants, staging and production contractors, performers, media, Artistic Director, Elora Singers, guest artists and Festival staff. They ensure all pre-concert production requirements are in place and respond to issues relating to the event in progress and concerns regarding venue operations.

Terms of Contract: \$22 / hr, on average 35 hours per week, possibly more during the Festival from July 11 – 27, 2025. The successful candidate must be available to work evenings and weekends from May to the end of the Festival, and must have a valid driver's license and vehicle. The Production Assistant will be asked to use their own personal computer and cell phone for this position. There will be nominal compensation for this requirement. The term of the contract is April 28 – August 15, 2025 (16 weeks).

Note: this position is pending approval of funding from Canada Summer Jobs



Responsibilities include:

- Supervising Production Assistants at all concert and event venues, supported by the Manager, Elora Festival & Singers
- Liaising with the Manager, Project & Events and Manager, Elora Festival & Singers to ensure that logistics for all Elora Festival events are planned and implemented.
- Managing and maintaining storage units
- Reviewing and maintaining Emergency Measures Plan for each venue
- Being on-site point of contact for all production staff and volunteer House Managers
- Planning and coordinating schedule and timing for all departments surrounding set-up and tear down of venues on concert days.
- Ensure that all venues/staging conform to the sight plan and specific concert requirements are in place.
- Provide stage management support for events by confirming all required staff and resources are present and briefed.
- Meet and greet user groups/ performers and introduce them to the sound and light technicians and other applicable support staff.
- Review production details, assign dressing rooms, ensure hospitality requirements are in place in a timely manner.
- Work closely with the Manager, Elora Festival & Singers to ensure the "house" is prepared prior to concerts and that all front of house details are addressed, such as wheelchair access, reserved seating, traffic control and St. John's Ambulance staff.
- Complete event reports, place event signage, access control, site cleaning and maintenance, secure venues and ensure that building, fire and emergency regulations and room capacities are adhered to.

A background in classical / choral music and/or arts management would be an asset. Since the duties of this role are diverse, students will have the opportunity to apply their studies to this position and learn new skills that they can relate to their ongoing studies and future employment opportunities, including:

- Communications
- Not for profit management
- Arts management
- Theatre arts
- Hospitality and tourism management



- Office administration
- Liberal arts
- Recreation
- Media studies
- Event management

Required Skills: A professional and respectful approach to all manner of work, including excellent oral and written communication skills, attention to detail, ability to multi-task in a fast-paced team environment, and professional demeanor towards colleagues and patrons. Experience working with Microsoft Office.

Supervision and Mentoring Plan: The Production Coordinator will be directly supervised by the Manager, Elora Festival & Singers, who will ensure they receive intensive orientation and training during the first week of employment. Training will include orientation of the office and staff, a full review of the 2024 Festival line-up, training on ticketing software, organizational policies and procedures and an inventory of support/mentoring resources available to the student. The Manager, Elora Festival & Singers will work alongside the Production Coordinator, in person. They will have the opportunity to make discoveries, offer new ideas, and participate in or shadow tasks that might not be in their job description but are of interest.

The lead mentor will be the Manager, Elora Festival & Singers, and the youth will have many opportunities to develop their skillset through direct interaction with all staff. Mentoring will include setting learning goals and bi-weekly reviews of progress toward those goals.

Health and Safety Practices in the Workplace: Our Health and Safety Officer will orient the youth during a detailed office and venue tour, including first aid kit locations, fire extinguishers, fire exits and local emergency contact information. St John's Ambulance attend all concerts to offer medical assistance. The Production Assistant will not undertake any work that they feel unsafe doing. All staff are required to take AODA and WHIMS training, and Dementia Friendly training through the WaterlooWellington Alzheimer's Society. The youth will also receive an orientation to the Festival's Harassment and Safe Work Environment policies.

Work Environment: The Festival is committed to ensuring that every employee has a safe work environment free of discriminatory practices, violence and harassment. Employees are provided with a copy of the organization's Code of Conduct as part of the on-boarding process. In addition, the organization has contracted with Clearview Connects Inc. to provide employees with a safe, ethical and independent reporting process should a need arise.

To apply, send your résumé (max. 2 pages) and cover letter to Christina Stelmacovich at christina@elorasingers.ca . Deadline to apply: April 7, 2025.