



Job Posting Production Buyer / Driver

About the Position

Working as an integral member of the production team of Neptune Theatre and reporting to the Technical Director, the Production Buyer / Driver assists fellow production department staff in the transportation and procurement of materials from suppliers and our separate buildings and facilities. The Production Buyer / Driver will be responsible for a sum of petty cash, and follow procurement rules and polices as set out by Neptune Theatre.

They are also responsible for arranging the maintenance and upkeep vehicles used by the production department.

Terms of engagement are per the collective agreement between IATSE 680 and Neptune Theatre. Hours of work for this position will regularly be Monday to Friday, 45 hours per week.

This position is typically engaged from September until April with a 3 – 5 week layoff period over the December Holidays and New Year.

The successful candidate will be hired for January 31st, 2022 – April 15th 2022 with the possibility of an additional 3 weeks of work in November 2021.

Physical Requirements

The Production Buyer / Driver will be required to drive for large portions of the work day, lift materials and tools, work on uneven surfaces, work in dimly lit environments, and work on and around sets that are under construction.

The Ideal Candidate

The Production Buyer / Driver will possess a valid driver's license, and have an excellent record of driving safely. They will at all times obey traffic regulations, and drive in a respectful and safe manner.

The Ideal candidate will have a broad and in-depth knowledge of where to procure common materials used in the production of theatre and be able to manage requests from multiple departments. They will be organized, and efficient in the performance of their duties.

Submission Details

Application deadline is October 1st, 2021.

Please submit a detailed cover letter and resume by email to the attention of Michael Erwin, Production Manager at:

work@neptunetheatre.com

Include Production Buyer in the subject, and be prepared to provide three or more references.

Only candidates selected for an interview will be contacted further.

Ethno-Cultural Mandate

Neptune Theatre seeks to promote equity, inclusion and access by amplifying voices that have been historically marginalized or underrepresented, and we factor this into every decision we make. We encourage submissions from all genders, ethnicities, abilities and identities, and will give priority consideration to those who self-identify as IBPOC, LGBTQ2S+, d/Deaf, living with disabilities, and/or facing other systemic challenges in our industry.

About Neptune Theatre

Neptune Theatre is located on sacred land that has been the site of human activity since time immemorial. We are in Mi'kma'ki, the ancestral and un-ceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

As artists, we are grateful to work and build community here. As stewards of culture, we are in the process of learning more about how our company can improve our relations with Indigenous People and uphold the values of collaboration and inclusivity in all that we do.

Neptune Theatre is Atlantic Canada's premier destination for live, professional theatre. On our stages, you'll experience theatre that is uplifting and thought-provoking. Our roots are deep in this region. With 59 years under our belt, we're deeply supportive of and connected to our local community, and are committed to creating outstanding experiences that enlighten and bring joy to our audiences.

We are the cultural heart and soul of the Halifax community. Our values are grounded in the belief that the power of live theatre can transform and connect. With a mindful and inclusive approach, we are committed to bringing stories that represent the history and diversity of our region and its people to life on our stages.

Anti-Harassment Policy

Neptune is committed to maintaining a positive, harassment-free culture. We do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or

spending time on our premises or online spaces. Please note that violation of this policy could result in revoked access. Neptune Theatre takes part in the [Not in Our Space!](#) initiative, a national anti-harassment and respectful workplace collaboration campaign between Equity and the Professional Association of Canadian Theatres (PACT), which seeks to ensure healthy and productive working conditions for all professionals working in live performance across the country.