

CAREER OPPORTUNITY

Production Coordinator

Help bring ambitious choral performances—and a connected community of singers—to life.

Employment	Ongoing part-time
Compensation	\$25/hour, plus 4% vacation pay
Hours	Average of 14 hours per week across 48 working weeks
Work model	Hybrid: remote administrative work plus required in-person presence at rehearsals, concerts and events
Schedule	Regular evening work, including Wednesday evening rehearsals, with occasional weekend calls
Location/transport	St. Catharines and venues across Niagara Region; reliable transportation required
Reports to	Managing Director

The Role

Chorus Niagara, the Niagara Region's premier mixed-voice symphonic choir and an interconnected community of adult, children's and youth choirs, is seeking a passionate and dedicated performing arts production specialist to join our team.

Reporting to the Managing Director, the Production Coordinator is the engine of the artistic season, translating approved plans into schedules, bookings, logistics and on-site arrangements for Chorus Niagara (CN) and Chorus Niagara Children's Choir (CNCC). The position leads day-to-day CNCC administration and supports production operations for the adult choir, helping rehearsals, concerts and special events run smoothly.

The Production Coordinator applies strong interpersonal skills to work collaboratively with the Managing Director, artistic team, choir and parent volunteers, artists, suppliers, and venue and production personnel. With a keen eye for detail, the coordinator keeps operations on track across multiple and often competing projects, communicates promptly and clearly, and is able to adapt flexibly to changing priorities. The role requires maturity, tact, sound judgment, an exceptional level of attention to detail and an open and collegial attitude.

Duties and Responsibilities

CNCC administration

- Attend Wednesday evening CNCC rehearsals.
- Process registrations, attendance and participant records.
- Handle routine family and program communications.
- Coordinate parent volunteers and CNCC rehearsal, concert and event logistics.

Production coordination and concert operations

- Populate and maintain production schedules, call sheets and logistical information; coordinate venue bookings for rehearsals, concerts and special events.
- Arrange approved artist travel, accommodation, transportation and hospitality, and prepare production advances and related documents for review.
- Work with artistic staff to identify production requirements and translate agreed plans into operational arrangements.
- Coordinate volunteers, artists, staff and other production personnel as required.
- Attend designated concert and event calls; liaise with artistic staff, venue, technical and production personnel; address routine issues and escalate significant matters to the Managing Director.

Resource maintenance and inventory

- Oversee music libraries and production storage, and collaboratively maintain inventories of scores, equipment and supplies.
- Identify missing, damaged or replacement items
- coordinate materials needed for rehearsals and performances, working with a team of volunteers.

Team coordination and communication

- Participate in planning and production meetings with the Managing Director, artistic team, external contractors, venue personnel and suppliers, as required.
- Maintain clear, timely communication with staff, artistic leads, volunteers and partners.
- Identify emerging operational issues, resolve routine matters within established processes and refer significant concerns to the Managing Director.

Requirements

Required qualifications and competencies

- A post-secondary credential in a performing arts related field, including arts administration, theatre production, music, event management; or, a university degree plus relevant practical experience in live performing arts production. Senior students and recent graduates of performing arts-related fields will be considered.
- Excellent organizational and planning skills, with the ability to coordinate detailed work across time-sensitive, competing deadlines.
- Strong analytical and problem-solving skills, a high degree of accuracy, and adaptability as priorities change.
- Excellent written, verbal and interpersonal communication skills, with the ability to build cooperative relationships with children, families, artists, volunteers, colleagues and external partners.
- Ability to work independently and collaboratively, exercise sound judgment, take appropriate initiative and recognize when to seek direction or escalate an issue.
- A mature, service-oriented approach, including tact, discretion and practical leadership in busy live-event settings.
- Proficiency with Microsoft Word and Excel, and confidence learning other systems used for scheduling, records and communication.
- Working knowledge of employment standards, labour relations, and occupational health and safety requirements relevant to live-event operations.
- Availability for regular in-person evening work, including Wednesdays, and occasional weekend calls, with reliable transportation throughout the Niagara Region.

Preferred qualifications

- Experience supporting a range of live events, such as concerts, dance, musical theatre, headline entertainment or corporate events.
- Experience working in a unionized environment is an asset.
- Familiarity with project-management and collaborative-work digital platforms and asset.
- Experience with children or youth, community arts organizations, or live performance.

Employment Details

Administrative work may be completed remotely; in-person attendance is required for Wednesday evening CNCC rehearsals and designated rehearsals, concerts and events for all choirs. Hours fluctuate across 48 working weeks, with four planned non-working weeks. Additional hours require advance approval.

The successful candidate must obtain a satisfactory Vulnerable Sector Check.

How to Apply

Please send a resume and cover letter to managingdirector@chorusniagara.org with Production Coordinator in the subject line. Application review will begin September 3. Only those candidates selected to advance in the competition will be contacted.

Chorus Niagara welcomes applications from qualified candidates of all backgrounds. Accommodations are available throughout the recruitment process upon request.