

P.M.Arts

Production Managing the Arts

Co-ordinates
Purchases
Tracks
Budgets
Reports
Negotiates
Schedules
Authorizes
Reconciles

2011
4th Toronto Conference
March 24, 25, 26, 27

Director Peter Fleming

Administrator Janelle Rainville

Creator Winston Morgan

Supported by PACT & CITT

pact

CITT
ICTS

Hosted by

RTS

RYERSON THEATRE SCHOOL

INTRODUCTION

Production Manager. Or Director of Production. Or Production Coordinator. Or Project Manager. Or Production Manager/Technical Director. So many names...one core function. How one manages the production process varies from theatre to stadium, but what we all have in common is the need to get our production (or season) up on time, on budget, and within a safe and positive work environment.

The Production Managing the Arts annual conference, first held in 2008, brings together industry professionals to lead participants through practical exercises and thoughtful discussions exploring key areas of entertainment management. Core “building block” sessions covering scheduling, budgeting and supportive management are fleshed out with specific workshops on such topics as Health and Safety, Contracts, Unions and Human Resources. All sessions have an appeal for managers and production staff alike, as they offer skills development, the opportunity to share experiences, and a chance to network..

Schedule

Thursday March 24	
Managing People	6:30pm to 9:30pm
Working with your Stage Manager	6:30pm to 9:30pm
Friday March 25	
Collective Bargaining	9:30am to 12:30pm
Contracts	2:00pm to 5:00pm
Human Resources I	6:30pm to 9:30pm
Saturday March 26	
Special Projects	9:30am to 12:30pm
Budgeting	2:00pm to 5:00pm
Human Resources II	2:00pm to 5:00pm
Scheduling	6:30pm to 9:30pm
Health & Safety II	6:30pm to 9:30pm
Sunday March 27	
Health & Safety I	10:00am to 1:00pm
Unions	2:00pm to 5:00pm
Roundtable	2:00pm to 5:00pm

WHERE ARE WE?

Ryerson Theatre School
44 Gerrard Street East
Between College and Dundas subway stops.
Enter main doors of Ryerson Theatre School and follow signs to classroom.

MANAGING PEOPLE

Building a Productive Workplace

Peter Fleming, *Production and Operations Manager, Ryerson Theatre School*

An introductory session examining the importance of recognizing your staff's working styles and habits (and your own), and how you can maximize their effectiveness within your company's culture. Emphasis will be placed on the qualities desirable in a supportive manager.

BUDGETING

Where to Start and Where to Spend

Michael Freeman, *Production Manager, Tarragon Theatre*

A "how-to" look at the way a mid-size theatre builds a season budget, and how that impacts the financial decisions on individual productions. Attention will be paid to both materials and staffing issues.

SCHEDULING

Developing a Production Calendar

Ray Salverda, *Production Manager*

A session exploring how a mid-sized theatre company reaches opening night, working back through the process. Emphasis will be on working with the design and artistic team in realizing the design. Discussion will be focused on methods of sharing information to expedite the process.

COLLECTIVE BARGAINING

A Necessary Evil or an Opportunity for Positive Labour Relations?

Sandy Robinson, *Director, Facility Services, Sony Centre for the Performing Arts*

This session's focus will be a mock collective bargaining exercise, starting with an overview of preparations for collective bargaining and moving through - "at the table" negotiations, the ongoing work through the negotiations, and managing the outcomes of the process. Those new to the process will get a chance to gain practical knowledge and those with experience will have an opportunity to share their skills and insights.

CONTRACTS

The Art of Binding

Ian Arnold, *President of Catalyst TCM Inc.*

An overview session designed to follow the evolution of "binding agreements", or contracts, as they pertain to the world of Production Management, and to provide guidance and advice in their creation and execution. Attention will be paid to management, designer, performer and musician issues, in addition to those affecting freelance workers.

HUMAN RESOURCES I

Put on Your HR Hat!

Genevieve Farrell, *Faculty, Ted Rogers School of Business Management, Ryerson University*

What does the busy, multi-tasking Production Manager need to know about managing Human Resources when you don't have an HR Professional there to guide you? This session will address the importance of job analysis, the creation of a suitable job description, the screening of applicants and the interview process.

SPECIAL PROJECTS

The Sport of Production Planning

Annemarie Roe, *President, BaAM Productions*

A close-up look at the process used to manage the planning, production and installation of non-theatrical special projects, with special attention paid to the co-ordination with City officials and departments, and the support of broadcasting needs. This session will include an examination of the NHL Winter Hockey Classic Game at Fenway Park in Boston.

HEALTH AND SAFETY I

Due Diligence - Are you doing enough?

Matt Farrell, *To the Matt Solutions Inc.*

Production Managers can be held legally accountable for the state of health and safety within their production departments. Are you fully aware of your responsibilities? To determine this, the meaning of due diligence must first be understood. This seminar will address the often unique health and safety needs of the entertainment workplace and the regulations which apply to it.

UNIONS

Juggling Jurisdictions - A Jumble of Collective Agreements

Alistair Hepburn, *Director of Production, Canadian Stage Company*

This session looks at the production process through the lens of overlapping, and in some cases, competing collective agreements. Discussions will help you develop strategies to avoid some of the more common pitfalls and complications present in various working agreements.

HUMAN RESOURCES II

Put on your BIGGER HR Hat!

Genevieve Farrell, *Faculty, Ted Rogers School of Business Management, Ryerson University*

After creating job descriptions, screening applicants and hiring your dream employees, the sobering realities of other legislation and legal issues will need to be considered. This session will explore accommodation, harassment, discrimination and dismissal. You do not need to take HR I to attend this offering.

HEALTH AND SAFETY II

Beyond Due Diligence – The Regulatory Framework

Matt Farrell, *To the Matt Solutions Inc.*

This session is a more in-depth look at the expectations (and consequences) of the managerial responsibilities in the area of Health and Safety, as it applies to the entertainment business. It picks up where H&S I left off, but can be taken on its own. There is no such thing as too much Health and Safety.

WORKING WITH YOUR STAGE MANAGER

Friend or Foe: Working with your Stage Manager

Janelle Rainville, *Freelance Stage Manager & Production Manager*

Is the stage manager "management" or an "artist"? Who's interests do they represent? How can a Production Manager keep them onside? This session will be focused on how Production Managers can capitalize on their relationship with their Stage Manager. Discussions will include the hiring process, laying the groundwork for a positive production and managing expectations.

ROUNDTABLE

Evaluating Student Production Workers for Academic Credit
Susann Hudson, *Technical Director for Department of English & Theatre at Acadia University*

A penny for your thoughts...Most students working on Production in Theatre Schools do so for academic credit. How they are graded can be a complicated, subjective and imprecise art. Join this discussion, facilitated by Susann Hudson and Peter Fleming, and bring along your School's marking criteria. One size might not fit all, but some sense of cross-country, cross-institution methodology would greatly serve our collective needs. (Pennies will be reimbursed at the end of the session.) **THIS IS A FREE SESSION.**

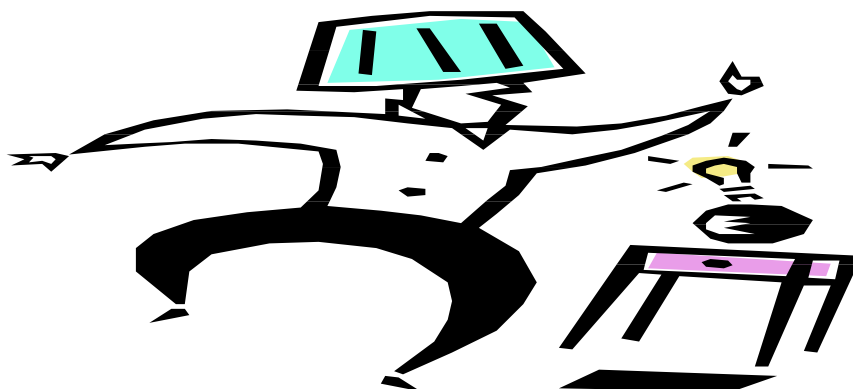
par•ty noun, \pär-tē\ 1. A group of persons organized for a purpose. 2. Person or group participating in an action or affair. 3. A collective noun describing a group of Production Managers gathered socially, as in A Party of PMs. Also used as a verb.

We would like to invite you to join us for the 2nd annual Party of PMs, after the closing session of this year's conference. De-brief, swap stories, seek advice or just unwind. Come even if you haven't been to the Conference – let's create that elusive social networking event for PMs and let's do it again between Conferences!

WHEN: Sunday, March 27 at 5:30pm until we say goodnight

WHERE: Elephant and Castle Pub and Restaurant
 378 Yonge St., Toronto

****Cash Bar****



Special thanks go to Ryerson Theatre School, to Monique Corbeil at SCITT, and to PACT, for their support of the conference goals. Finally thank you to our Conference Assistants, Albert Tam (York) and Talia Harrison-Marcassa (Ryerson).

Registration

Registration may be made online or by email at pmartsconference@gmail.com.

If you send your registration request via email, you will be sent a PayPal invoice which will allow you to pay for your courses with a credit card.

Applications must include payment in full through PayPal, Visa, MasterCard or American Express.

All classes are on a "first-come, first-served" basis. Your place will be guaranteed upon payment received.

P.M.Arts reserves the right to substitute instructors.

P.M.Arts reserves the right to determine participants' continuation in any course, and will pro-rate refunds accordingly.

Cancellations:

If you must cancel your registration:

- 7 or more days prior to the day of the class = 75% of the course fee refunded
- 6 to 3 days prior to the day of the class = 30% of course fee refunded.
- 2 or less days prior to the day of the class = **NO REFUND**.

In the event that P.M.Arts cancels a course, 85% of your registration fee for that class will be refunded.



Registration Form

Choose your course (\$40 each)

- ☐ 101 Managing People
- ☐ 102 Budgeting
- ☐ 103 Scheduling
- ☐ 104 Collective Bargaining
- ☐ 105 Contracts
- ☐ 106 Human Resources I
- ☐ 107 Special Projects
- ☐ 108 Health & Safety I
- ☐ 109 Unions
- ☐ 110 Human Resources II
- ☐ 111 Health & Safety II
- ☐ 112 Working with your SM
- ☐ 200 Roundtable FREE

OR

- ☐ **Full Conference Pass \$300**

Total _____

Name _____

Company _____

Address _____

City _____

Prov. _____

Postal Code _____

Phone _____

Email _____

☐ Pay Pal

☐ Visa

☐ Mastercard

☐ American Express