



Position:	Company Manager
Work Term:	One year contract beginning July 1, 2026 (with option for extension)
Hours:	Three-quarter time (30 hours/week), flexible schedule
Holidays:	5 weeks, paid, per year
Salary:	\$33,000
Reports to:	Executive Producer

Manitoba Association of Playwrights (MAP) is a non-profit service organization that supports Manitoba artists in the creation and development of new work for theatre and live performance.

Position Overview:

The Company Manager (CM) will assist the Executive Producer (EP) in scheduling and information management related to MAP's grant applications, reporting requirements, donation and sponsorship applications, as well as administrative tasks related to MAP's workshops and other programs and activities. MAP is a two-person organization. The CM will be invited into artistic and administrative conversations with the EP, guiding all aspects of the organization.

Responsibilities:

- Work with the Executive Producer (EP) in the conception, formulation, and implementation of annual and long-term projects, services, and events
- Assist EP in scheduling and complying with MAP's granting, reporting, and sponsorship requirements
- Create CAEA, PGC, and other contracts for actors and other artists MAP hires, liaise with artists to ensure completion
- Liaise with CAEA, PGC, and PACT as needed
- Co-ordinate all aspects of the High School Playwriting Program, including liaising with teachers, students, production partners, and hired dramaturgs and director

- Assist with administration of Harry Rintoul Award, Dramaturgically Speaking seminars, other MAP activities
- Assist with society compliance and policies: regularly review MAP's policies, Strategic Plan, CAEA's policies, ensure MAP fulfills all regulatory requirements
- Assist with administration of new Strategic Plan development process
- Assist with communications, including website and social media
- Some ongoing library/resource centre cataloguing and management (new acquisitions, loans, etc.)
- Other duties as discussed and agreed upon with the Executive Producer.

The Company Manager will work 30 hours per week, mostly during daytime office hours. The position will be mostly in-person, with options for partially remote work, and flexibility to set your own schedule.

The Successful Candidate will possess excellent communication and organizational skills, be self-motivated and able to work independently, have computer and software skills sufficient to support general office and administrative management and co-ordination, and have a keen interest in the theatre arts. Understanding of the Manitoba theatre industry, the theatre community, and local theatre creation practices is an asset.

The MAP office and facilities are located on the 5th floor (wheelchair accessible) of the Artspace Building, 100 Arthur Street.

Accessible Employment:

Manitoba Association of Playwrights (MAP) is committed to the principles of dignity, independence, integration and equal opportunity for all people, including those who have impairments (or disabilities). We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

Reasonable accommodations are available to applicants with physical and/or cognitive impairments (or disabilities), including during the selection process. If you are such an applicant, we seek your advice on how best to accommodate your needs.

To apply:

Interested candidates should submit their **cover letter** and **resume** to mbplayprograms@gmail.com by **Monday, May 4th, 2026, at 8:00 a.m.**

Please include **two references** who can speak to your qualifications.

We thank all applicants, however, only those selected for an interview will be contacted.

Organizational Background

Founded in 1979, Manitoba Association of Playwrights (MAP) is the only organization in Manitoba devoted exclusively to new theatre creation. MAP has nurtured and supported countless plays that have graced our provincial, national and international stages.

MAP boasts a range of programs and services, including a variety of dramaturgical support structures (dramaturgs provide guidance and mentorship in the writing process). We support emerging and established professional playwrights and theatre creators, as well as high school, university, and recreational playwrights.

MAP started as and remains a membership-driven organization. Growing from a dozen individuals in the early 80's, we now have over one hundred and sixty members, consisting of playwrights and other theatre creators, as well as theatre enthusiasts and supporters. MAP is a founding tenant in the historic ArtSpace Building in the exchange district (1986 to present), where our facilities include the MAP office, our 600 sq. foot Rory Runnells Studio, two writing offices, and our Sydney & Margret Jarvis Playwrights Resource Centre.

Core Values:

- *Stories have the power to change the world* - Theatre is an art form that entertains, educates, startles, and transforms society.
- *New plays sustain our art form* - The creation of new plays is crucial to the existence of a living theatre.
- *We honour the artist* - The development of new work thrives in a safe environment that supports and encourages creative freedom and exploration.
- *One-size-fits-one* - Each storyteller is an individual, with a unique vision, voice, and process.
- *All voices deserve to be heard* - MAP champions equity, diversity, inclusion, and accessibility in all their forms, and is committed to the process of reconciliation.

MAP's office is on Treaty One territory. The artists we serve live across Treaties 1-5. We are grateful to the Anishinaabeg, Ininiwak (Cree), Anishinewuk (Oji-Cree), Inuit, Dakota Oyate, Dene, and Métis Peoples for their stewardship of this land and its storytelling traditions.

Applicants are strongly encouraged to visit our website – mbplays.ca – for a complete list of MAP's programs and services.