Job Posting

Production Manager – Ottawa, Ontario (Hybrid)
Base Salary: $70,000 - $80,000
Total Compensation: $80,000 to $95,000

Full-Time, Permanent

Posting Date: November 23, 2026

About Avera

At Avera, our people are the foundation of every client experience we deliver. The Production Manager plays a critical role in supporting our continued growth and ensuring we maintain high standards our client expect.

Reporting to the Director of Production, the Production Manager is responsible for planning, managing, and executing live, virtual and hybrid events from initial client consultation through post-event reporting and billing. Working closely with clients and internal teams, this role oversees event production, budgets, logistics, documentation and on-site execution to ensure exceptional event experiences.

Qualified and interested applicants are encouraged to apply with their resume to:
c.careers@averaav.ca

What You'll Lead

Account and Production Management

- Work with clients to successfully complete the sales process:
  - Initial client contact
  - Discovery call/meeting
  - Event design/proposal preparation
  - Proposal presentation and confirmation
- Work with clients to successfully complete the production process:
  - Kick-off meeting
  - Pre-production
  - Live event production
  - Post-production
- Retention of Existing business
- Build and maintain strong client relationships
- Ensure all events are properly quoted within acceptable margin targets
- Manage job costs ensuring projected margins are achieved
- Collaborate with Sales to successfully close business opportunities
- Collaborate with Creative team to produce pre-viz renders and proposal documents
- Attend bi-weekly Production Team meeting and one-on-one meetings with direct supervisor

Event Pre-Production

- Ensure all steps of the Production Process are completed for all events
- Create and update event drawings (technical and floorplans)
- Manage all Production documentation such as:
    - Workback schedule
    - Production schedule
    - Event checklists
    - Run of Show / Technical Script
    - Event Note
    - Post Event Show Report
- Budget, book and manage sub-contracted services
- Manage and coordinate engineering and permitting requirements (ESA, Temporary Structure, Street closures, etc.)
- Venue liaison – book and manage venue services as required
- Ensure virtual events are properly scheduled through Technical Department
- Manage and oversee the creation of virtual event platforms, microsites and webcast pages
- Liaise with client to setup registration website and details
- Schedule and attend client meetings, Kick-off meetings, site visits and Production meetings as required
- Schedule and attend pre-event planning meetings with Operations to ensure successful delivery of events
- Ensure all quotes and pull sheets are updated and distributed so the information remains current and consistent with the event vision and needs

Event Management/Execution

- On-site crew delegation and management
- Provide leadership and direction to technicians and contractors on-site
- Quality control and consistency of Company standards
- Customer/client service and support
- Set a positive example amongst event team by liaising with clients in a polite and professional manner and ensuring that Company brand standards are met and exceeded
- Act as a Stage Manager, Show Caller, Technical Director, and Show Producer as required:
    - Coach presenters
    - Manage rehearsals
    - Run Q to Q
    - Oversee execution of event

Event Post-Production

- Ensure Post Event Show Report is submitted within 24 hours of event completion
- Complete post-event reconciliation of event orders within 48 hours of event completion
- Post event follow up with Technicians, Operations Team, and Sales Team
- Reconcile actual labour vs. scheduled
- Post event client follow-up to ensure continued relations

- Manage post event analytics and share with clients
- Manage post event video editing and transfer of archives to clients
- Manage virtual event platform archive

Job Requirements

- 3-5 years minimum experience in live event production
- 3-5 years minimum experience as a Production Manager
- Virtual Event experience a plus
- Experience with CAD
- Working knowledge of Microsoft suite
- Strong communication and time management skills

Work Conditions

- Travel may be required to other cities and provinces
- Hybrid environment with a combination of office/work from home/on-site.
- Ability to work flexible hours and overtime, including evenings, weekends, and holidays, based on event schedules and operational requirements.
- Onsite work can require extended periods of frequent movement throughout venues, in addition to occasional lifting, carrying and moving event materials up to 25 lbs.

Total Compensation and Benefits

Total compensation ranges between $80,000 to $95,000 and includes:

- Base salary $70,000 to $80,000, in addition to commission plan and performance incentives
- 3 weeks of annual vacation
- Comprehensive extended health, dental, vision and wellness benefits plan
- Registered Retirement Savings Plan (RRSP)
- Employee and Family Assistance Plans
- Flexible working arrangements

Why Join Avera?

At Avera, you'll be part of a people-first culture that values growth, supports career development, and empowers our teams to make a local impact while contributing to a national organization. Our culture is built on three core values:

- Integrity – We do what we say. We build trust through reliability, honesty, and keeping our commitments to clients and one another.
- Authenticity – We show up as ourselves. We value diverse perspectives and create an environment where people can thrive as their true selves and through teamwork.
- Accountability – We own our results. We take pride in our work, support one another, and are empowered to make a meaningful impact every day.

Avera Audiovisual Inc. welcomes applications from minority groups and people with disabilities. We are committed to creating a more equitable, inclusive and diverse company and strongly encourage applicants of all genders, ages, abilities and life experiences to apply. Upon request, accommodation supports are available for candidates taking part in all aspects of the recruiting process.

This position is a new vacancy and is open to external applicants. We appreciate your interest in applying, however, only those selected for an interview will be contacted. Please note all applications are reviewed by our recruiting team, no AI tools were used the screening or selection processes for this role.