



## **JOB POSTING:**

**Assistant Stage Manager/Props Manager, Summer Teen Theatre Troupe**  
**Contract Position, 6-week contract (subject to Canada Summer Jobs funding)**  
**Start date: 25 June 2018**  
**Rate: \$15 / hr (30-hour work week)**

## **GENERAL ACCOUNTABILITY**

Reporting to the Executive Director and working directly with the Program and Events Coordinator and the Summer Teen Theatre Troupe Director, the Stage Manager of the Summer Teen Theatre Troupe will facilitate all logistics of the rehearsals and the performances of the project.

## **SPECIFIC ACCOUNTABILITIES**

### **Production and Stage Management**

- Attend production meetings and rehearsals
- Liaise with the various departments regarding all production elements
- Assist, in consultation with the Production Stage Manager and Director, the rehearsal schedule
- Create and maintain production binder
- Oversee performances, in consultation with Production Stage Manager and Director
- Create and source production props and maintain wardrobe during the production

## **REQUIREMENTS**

- Valid BC drivers licence and access to a vehicle
- Previous experience and/or training coordinating and stage managing theatre
- Ability to relate to teens
- Effective written and verbal communication skills
- Well organized with attention to detail
- Capacity to manage multiple tasks
- Competency in public speaking
- Ability to work independently and to exercise initiative
- Approachable and flexible, with an eagerness to learn
- Ability to work with a variety of personalities
- Must have a flexible work schedule to accommodate performance schedule
- Ability to lift up to 30 pounds
- Must have a criminal record check completed upon hiring.

## **ELIGIBILITY**

- Must be between 15 and 30 years of age at start of employment
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year

- Must be a Canadian citizen, permanent resident or person on whom refugee protection had been conferred under the Immigration and Refugee Protection Act
- Must be legally entitled to work according to relevant provincial legislation and regulations
- Must not hold another full-time (30 or more hours) summer job or full-time study during their employment

#### **ASSETS**

- Previous experience working with youth

**Applications will be accepted until the position is filled.**

**Please submit a resume with cover letter and references to:**

[opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca), 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

Or fax to: 604-664-1658

*We thank all applicants; however, only those selected for interviews will be contacted.*

*Place des Arts is an equal opportunity employer and welcomes applications from all qualified individuals.*