

**JOB POSTING:**

**Production Stage Manager**

**Full-time, 6-week contract (subject to Canada Summer Jobs funding)**

**Start date: 26 June 2017**

**Rate: \$15 / hr (30-hour work week)**

Place des Arts is an established non-profit arts centre and music school located at Carré Heritage Square in the historic Maillardville neighbourhood of Coquitlam. We offer high quality arts education for all ages and abilities. Our private music lessons and group classes in the visual and performing arts inspire the artist in everyone. Our Artisan Shop and galleries support local emerging artists, and our events and performances make us a cultural hub, drawing together diverse members of the community to experience the arts.

Place des Arts is seeking applications from qualified individuals to stage manage the Place des Arts Summer Teen Theatre Troupe. The Summer Teen Theatre Troupe is a company of 10 actors between the ages 15-18. The Troupe, under the guidance of the Director, will perform *A Midsummer Night's Dream* in several Coquitlam parks and during a residency at the Town Centre Park Plaza.

**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 will facilitate all rehearsal and performance logistics throughout the project.

**SPECIFIC ACCOUNTABILITIES:**

1. Attend production meetings and rehearsals;
2. Liaise with the various departments regarding all production elements;
3. Create, in consultation with the Program and Events Coordinator and Director, the rehearsal schedule;
4. Create and maintain production binder;
5. Oversee performances, in consultation with Program and Events Coordinator and Director;
6. Other duties as assigned by the Program and Events Coordinator.

**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 valid First Aid Certification by position start date;
- 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.

**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. Position open until filled.*