

home to our
arts community

PLACE DES ARTS

Stage Manager, Summer Theatre Troupe

Auditions: Friday, April 21, 12:30-4:00 PM

Call-Backs: Sunday, April 23, 12:00-5:00 PM

Contract Position, 6-week contract (subject to Canada Summer Jobs funding)

Start date: June 27, 2023

Rate: \$19.00/hr (35.0-hour work week, Tue-Sat)

ORGANIZATION DESCRIPTION:

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

PROJECT DESCRIPTION

The 2023 Summer Theatre Troupe (STT) production will centre around a family-friendly published script. The program will provide enriched learning for youth allowing them to engage with their community and learn new concepts and techniques which they can take forward into this production and beyond.

Place des Arts' Summer Theatre Troupe (STT) provides local youth, between ages 15-18, meaningful mentorship and performance opportunities, while also serving the community free, family-friendly, live theatre. 2023 will mark the 10th season of the Summer Theatre Troupe, which has grown into an established platform for aspiring young performers and artists to connect with their peers, learn from professionals in the field and gain valuable performance experience in a supported, professional environment.

GENERAL ACCOUNTABILITY

Reporting directly to the Program and Events Coordinator, and working with the Director, the Stage Manager will facilitate all rehearsal and performance logistics throughout the STT program.

SPECIFIC ACCOUNTABILITIES

- Production and Stage Management.
- Attend production meetings and rehearsals.
- Liaise with the various departments regarding all production elements.
- Create the rehearsal schedule, in consultation with the Program and Events Coordinator and Director.
- Create and maintain the production binder.
- Oversee performances in consultation with the Program and Events Coordinator and Director.
- Other duties as assigned by the Program and Events Coordinator.

REQUIREMENTS

- Previous experience and/or training in theatre
- 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 rehearsal and performance schedule
- Ability to lift up to 30 pounds
- Valid First Aid and current Police Information Check (PIC)

ELIGIBILITY

- Must be between 15 and 30 years of age at the start of employment
- 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 technical experience
- Driver's licence and access to a vehicle

Please submit a resume with cover letter and references by March 3, 2023 to Michael Fera at mfera@placedesarts.ca, 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

*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.*