



**Assistant Stage Manager, Summer Theatre Troupe**

**Contract Position, 7-week contract (subject to Canada Summer Jobs funding)**

**Start date: June 24, 2024**

**End date: August 9, 2024**

**Rate: \$20.00/hr (35-hour work week, Wed-Sun, starting week two)**

**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 2024 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. 2024 will mark the 11<sup>th</sup> 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 to the Program and Events Coordinator and working with the Director and Stage Manager, the Assistant Stage Manager of the Summer Theatre Troupe will assist with all logistics of the rehearsals and the performances of the project.

**SPECIFIC ACCOUNTABILITIES**

- Production and Assistant Stage Management.
- Attend production meetings and rehearsals.
- Liaise with the various departments regarding all production elements.
- Assist in organizing the rehearsal schedule in consultation with the Stage Manager and Director.
- Assist with the maintenance of the production binder.
- Assist with performances, in consultation with the Stage Manager and Director.
- Assist with wardrobe maintenance during the production.
- Create and source production props.

## 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 schedules.
- Ability to lift 30 pounds.
- Valid First Aid certification.
- Current Police Information Check (PIC) with vulnerable sector check.

## 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.
- Previous experience working with youth.
- Driver's licence and access to a vehicle.

**Please submit a resume with cover letter and references by March 4, 2024 to Jessie Au, Program and Events Coordinator at [opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca),**

**1120 Brunette Avenue, Coquitlam, BC V3K 1G2**

*We thank all applicants; however, only those selected for interviews will be contacted.  
We welcome applications from candidates who meet the eligibility regardless of their gender, religion, race, ethnicity and nationality. We encourage submissions from members of the IBPOC and 2SLGBTQIA+ communities. You're encouraged to apply even if your experience doesn't precisely match the job description.*