

PLACE DES ARTS

Production 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: \$22.00/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 11th 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 Production Stage Manager will facilitate all rehearsal and performance logistics throughout the STT program.

SPECIFIC ACCOUNTABILITIES

- Production and Stage Management.
- Attend production meetings and rehearsals and submit reports to the Program and Events Coordinator and other team members post-meeting.
- 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.
- Create and maintain production schedule.
- Maintain contact information of cast and production staff.
- Organize additional meetings for cast and production staff.

- Ensure adherence of all production rentals and/or purchases to the approved budget.
- Keep stage and backstage areas organized.
- Prepare and distribute a show report after each performance.
- Ensure decisions made regarding the production are carried out safely.
- Prepare budgets and monitor accurate expenses.
- Create construction drawings for scenery elements.

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 a 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,

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.