

home to our
arts community

PLACE DES ARTS

Production Stage Manager, Summer Theatre Troupe
Contract Position, 6-week contract (subject to Canada Summer Jobs funding)
Start date: June 23, 2025
End date: August 3, 2025
Rate: \$23.00/hr (30-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 2025 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 13-17, meaningful mentorship and performance opportunities, while also serving the community free, family-friendly, live theatre. 2025 will mark the 12th 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.

The 2025 Summer Theatre Troupe (STT) will be performing an adaption of *Munsch at Play* written by Irene N. Watts. This delightful collection features classic stories such as *Stephanie's Ponytail*, *Mortimer*, *The Paper Bag Princess*, *Mud Puddle*, and *Murmel, Murmel, Murmel*.

GENERAL ACCOUNTABILITY

Reporting to the Director of Program and Events, and working with the STT 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 Director of Program and Events and other team members post-meeting.
- Liaise with the various departments regarding all production elements.
- Create the rehearsal schedule, in consultation with the Director of Programs and Events and STT Director.
- Create and maintain the production binder.
- Oversee performances in consultation with the Director of Programs and Events and STT Director.
- Other duties as assigned by the Director of Programs and Events.
- 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.
- Assist with wardrobe maintenance during the production.
- 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.

REQUIREMENTS

- Previous experience and/or training in theatre.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Capable of managing multiple tasks.
- Competency in public speaking.
- Ability to work independently and to take initiative.
- Approachable, flexible, and eager 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 up to 30 pounds.
- Valid First Aid certification.
- Valid Police Information Check (PIC) with a vulnerable sector screening.

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 3, 2025, to
Jessie Au, Director of Programs and Events 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 BIPOC and 2SLGBTQIA+ communities.

You're encouraged to apply even if your experience doesn't precisely match the job description.