

## **Summer Festival Stage Manager**

Hourly Rate: \$15.00

Hours/Week: 30-35 anticipated

Timeframe: May 15 – August 3, 2017 projected

The position of Stage Manager supports the company's mission and values with specific knowledge and work experience in the areas of production, technical and stage management. The Stage Manager supports, executes, and reports on, the company's production activities for the Summer Festival including productions, cemetery walks, staged readings, Durham Minifest one act play festival.

**Goal:** To execute and support key production tasks in the areas of schedules, communications, pre, production and postproduction management ensuring the smooth day to day operations of festival events and productions.

**General responsibilities:** This position is responsible for specific Summer Festival schedules, communications, pre and postproduction, and stage management as required for assigned productions and events. The Stage Manager will report to and work under the direct supervision of the Company Manager and will also work on site with the appropriate production & artistic team members, dependent on the production or program.

### **Requirements**

The successful candidate is between the ages of 18 and 30, a registered full-time secondary or post-secondary student returning to school on a full-time basis in the fall of 2017, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Previous theatre production & stage management training and/or experience ideal
- Previous theatre experience and knowledge in any area a major asset
- Event planning & scheduling experience
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Strong written/oral communications and interpersonal skills
- Strong organizational skills
- Able to work well with multiple team players and Theatre 3x60 personnel
- Strong general and data management skills (proficient in Word, Excel)

This position is subject to funding.

### **Applications will be accepted until April 1, 2018**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [info@theatre3x60.ca](mailto:info@theatre3x60.ca). We thank all applicants for their interest, but will be contacting only those candidates required for an interview.