



## **Position: Stage Management**

Compensation: \$22 / hour

Hours: Temporary Employment; BC Summer Jobs

30 hours per week x 9 weeks

Office Environment: 60 Wharf Street, Nanaimo

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### **Position Overview:**

The primary focus for this position is in support of Productions with the guidance of a professional Technical Director. Stage Management contributes to a safe and organized artist experience, supports the technical team, and assists the Technical Director. This position reports to the Technical Director with support of the Artistic Director.

### **Specific Duties and Responsibilities:**

*The responsibilities include, but may not be limited to:*

- Production planning, scheduling, managing
- Stage Managing and assisting in planning and production of events.
- With advance planning and notice, acting as a Stage Manager, Assistant Stage Manager or Technical Director in the event this is required.
- Liaising between guest artists, technicians, technical director, volunteers and staff, in a calm, welcoming manner and to ensure smooth technical requirements for the successful operations of the events
- Maintaining clear and organized communications with all relevant festival departments
- Organize and tend to errands as required
- Meet regularly with the team to contribute and participate in planning and carrying out of event plans
- Adhere to Crimson Coast Dance's policies on Equity, Diversity and Inclusion and Accessibility and safety in the workplace
- Office administrative tasks and other duties as required, including participating in management software updates
- The position will require some evening and weekend work and hours will vary depending on production schedule

*All activities will comply with Health Authority Restrictions and Guidelines. Work may take place remotely or onsite.*

## **Required Qualifications, Knowledge, Education and Skills:**

*The ideal individual possesses these competencies. If you do not match with all that are listed below, we invite you to still apply as we will train the right individual.*

- Experience in technical theatre and live performance festivals indoor and outdoor
- Experience with AV Production
- Ability to work in customer service and community care in a social environment
- Comfortable working with templates, schedules, excel, Google or MS 365
- Excellent working knowledge of IT including projector set-up, Powerpoint presentations and specific theatre industry operating and design programs
- Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance, up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded, online and play-back techniques
- Ability to work independently as well as in teams
- the capacity to work effectively and efficiently in a complex, fast-paced, and changing environment with numerous deadlines and priorities
- Resourcefulness
- Ability to communicate effectively, respectfully and professionally both verbally and in writing in a courteous and clear manner
- Multi-tasker; creative; curious; productive; self-motivated; adaptable; responsible;
- Confident in manual-handling/heavy lifting of theatre equipment, climbing ladders etc. and able to do so safely
- Demonstrated interpersonal and time management skills and the ability to manage expectations
- Driving is an essential part of this placement
- a regular class 5 BC driver's license is an asset

## **How to Apply:**

This position is funded through the Canada Summer Jobs Program. The successful applicant must be:

- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Be between 15 and 30 years of age at the start of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Applications will only be considered if they meet the Canada Summer Jobs Programs requirements as well as the relevant qualifications and skills of this job posting.

Please send submit a cover letter, resume, and three references to [dance@crimsoncoast.org](mailto:dance@crimsoncoast.org) with "Stage Management" in the title.

Closing date for applications is Friday, May 31, 2024. Only those selected for an interview will be contacted. References will be contacted prior to scheduling interviews.

*Fostering inter-cultural, inter-disciplinary, multi-perspective dialogue is at the heart of our artistic vision; we believe difference illuminates possibility. We are committed to equity and inclusion in our hiring practices and welcome applications from all who are interested, and in particular from those who identify as equity-deserving. If you require accommodation in the application or hiring process, please let us know.*

**About Crimson Coast Dance:**

Crimson Coast Dance (CCD) is a non-profit Society celebrating over 25 years of developing and supporting contemporary and cultural dance creations, productions, performances, and educational opportunities at both grass roots and professional levels in Central Vancouver Island. The organization has an active Board of Directors, committed public sector support, and an office at the Centre for the Arts in downtown Nanaimo. The Society is committed to raising the profile of dance, cultivating an engaged dance community, developing dance audiences outside the BC Lower Mainland and offering performance and teaching opportunities for professional dance artists and enthusiasts, including equity-deserving peoples in the growing cultural community in Nanaimo.

CCD programs events year-round. We produce: Dance on the Crimson Coast Mainstage Series; Body Talk Teen Program, a year-long youth 'skills in arts' explorations; the InFrinGinG Dance Festival in July; Residencies and the Mixed Abilities Dance Jams.

Along with this programming we produce the signature, annual, fundraising initiative; The Wee Tipple Party: Nanaimo's Whisk(e)y Festival.

CRIMSONCOASTDANCE.COM