



**Job Title: Stage Manager**

**Application Deadline: May 20, 2024**

**Start Date: June 10, 2024**

**Term: 7 weeks**

**Compensation: \$21/hour, 40 hours per week**

The Thousand Faces Festival is seeking a **Stage Manager** to assist with the rehearsal and performance of our Thousand Faces Ensemble as they work on our [New Mythic Works Series](#) and Mythic Quest Adventure. For the past 14 years, The Thousand Faces Festival has celebrated the myths and stories at the roots of Edmonton's many cultures through theatre, music, dance, and other artistic disciplines. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages. We strongly encourage submissions from people of all backgrounds and look forward to continuing our tradition of discovering what connects us all through art. As the Thousand Faces Festival Association supports the [Canada Summer Jobs program's national priority](#) to create opportunities for youth who are underrepresented in the labour market, **we are actively encouraging applications from BIPOC and 2SLGBTQI+ individuals for our Stage Manager position.** Applicants of all backgrounds will be considered on an equal basis.

This position is funded in part through the Canada Summer Jobs Program. To be eligible, applicants must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the 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 legislation and regulations

Performances of the New Mythic Works Series will be presented at the 2024 Thousand Faces Festival, which runs July 12-14 at the Alberta Avenue Community Centre.

Successful applicants will be required to be fully available for that weekend, and should expect to be working a Tuesday - Saturday schedule during the month of July.

**Stage Manager Job Description:**

The **Stage Manager** will work in collaboration with the Director, Playwrights, Dramaturge, Producers, and Tech staff to implement the aspects of the new production. Responsibilities will include but are not limited to:

- connect with and introduce the whole Company

- coordinate contact lists
- organize in conjunction with the Director, all rehearsal, workshop, and performance schedules and distribute them to the Company
- act as department head for the acting ensemble in regard to scheduling and distribution of notices
- provide reference materials as needed and requested
- be in constant communication with the Production Manager for scheduling of Tech Week (any tech implementation) and lead up to Opening Night and Strike.
- act as the Director's arm during the rehearsal process, including communicating all Directors' wishes to the Designers and Technical Team and enforcing stage directions to Actors
- responsible for notifying entire production team of changes made to the play by the Director and/or Playwrights
- call all cues and stage directions during the rehearsal process and show run
- create a comprehensive callbook/prompt script from directions of all Designers and the Director
- mark out dimensions of the set for rehearsal when applicable
- attend all rehearsals, performances, and workshops as scheduled
- once the play opens, oversee every aspect of the performance
- operate tech equipment for performances, which may include Qlab, lighting board, and audio mixer (support/training will be provided)
- track audience attendance for each performance
- create a safe stage space for the Actors and coordinate all aspects of the backstage atmosphere and dressing rooms

### **Stage Manager Qualifications:**

We are looking for a self-motivated individual that has a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other arts. Previous experience or formal education as a Stage Manager is required. Familiarity with operating Qlab and ETC lighting boards is an asset. Good writing and numerical skills, team building and supervision experience, good communication skills, and out of the box thinking are all assets.

Please send a brief cover letter and your resume to [info@thousandfaces.ca](mailto:info@thousandfaces.ca) with the subject line **Stage Manager Application**. The deadline to submit your application is Monday, May 20, 2024.