

Stage Manager

Objective:

To provide direction to the stage crew at an assigned venue and to ensure that the stage is set up effectively and efficiently.

Duties & Responsibilities:

- Create an efficient, organized and supportive environment for musicians and crews
- Direct and oversee stage/equipment set-up/tear-down
- Ensure crews, technicians and musicians remain on schedule
- Take and maintain an inventory of stage/sound equipment

Qualifications & Requirements:

- Previous experience as a Stage Hand/setting up sound equipment
- Strong leadership skills
- Keen verbal communication skills
- Friendly, confident and reliable
- Strong organizational skills
- Good judgment - ability to anticipate and adapt to constantly changing conditions
- Required to lift up to 50 lbs of equipment
- Pays attention to detail

Lines of Communication:

Production Stage Managers will be provided direction from, and supervised by, the Technical Coordinator. Any questions or comments about the position should be directed to him/her.

Orientation:

In the weeks leading up to the annual festival, there will be a gathering of all Stage Managers to confirm specific duties, arrange time/shift commitments and answer any questions volunteers have. Orientations for various events throughout the year will be conducted on an individual basis.

Benefits:

- Hone management skills
- Strengthen experience with stage production
- Meet artists
- See performances
- Socialize with music lovers like yourself
- Help grow jazz and world music influence in NL
- Refreshments provided during shifts
- Complimentary WJB T-shirt
- Insurance coverage will be provided while on duty

What to Do:

- Complete the application form and submit it to the Volunteer Coordinator's attention
- You will receive confirmation from the Volunteer Coordinator that your application was received
- Attend a personal interview scheduled at your convenience