



WEST COAST TAP DANCE COLLECTIVE

Job Title:	Stage Manager	Show:	10 th Annual Tap Day Show
Salary Range:	Honourarium up to \$500	Location:	Massey Theatre, New Westminster
Contact:	Keri Minty, president	Date Posted:	September 1, 2011
Hire Period:	April to May, 2012	Posting Expires:	November 1, 2011
Show date:	May 19, 2012		

Applications Accepted By:

E-mail:

info@westcoasttapdance.com

Subject Line:

Attention: Keri Minty re: PM position

Mail:

ATTN: Keri Minty
West Coast Tap Dance Collective
4429 Kingsway #31
PO Box 72095
V5H 2A0

Job Description

Job Purpose:

Stage Manage the 10th annual tap day review show.

Job Duties:

The Stage Manager will be responsible for the following:

- Coordinate regularly with Production Manager and Submission Committee
- Contact all performers, photographers/videographers with details on tech time, sign in, and field any other questions they may have regarding the day of the show
- Assess technical needs and create tech schedule for the day of the show
- Collect and organize music onto one CD
- Assess need for crew volunteers and communicate with Volunteer Coordinator
- Assign dressing rooms and post show orders throughout backstage area
- Oversee technical rehearsal and theatre clean up
- Present post mortem report including running times, any accidents or technical difficulties, and feedback on the show and set up.

Job Qualifications:

- Experience in stage managing theatre events required
- Specific experience in a review or concert style event an asset
- Specific experience with not-for-profit organizations an asset
- Dance experience and technical theatre knowledge an asset
- Knowledge of the specific venue an asset
- Excellent communication skills both verbal and through email essential
- Excellent organizational skills essential

To Submit:

- Send a resume and references to the above contact information