



Stage Manager, Summer 2025

Full-time Seasonal (2 positions available)

35 hours/week

8-week contract*

Rate: \$22.50/hour

Start Date: May 5, June 2, 2025* TBC

End Date: June 29, July 27, 2025

*This position is subject to funding. Additional contract dates may also be available subject to funding.

The Stage Manager supports, executes, and reports on, the company's production activities for Summer 2025 including productions and staged readings. Tasks include execution and support for key production needs in the areas of schedules, communications, pre- and post-production management ensuring the smooth day to day operations of events and productions.

General responsibilities:

This position is responsible for specific Summer 2025 schedules for productions as assigned, communications, pre- and post-production, and stage management as required for assigned productions and events. The Stage Manager will report to and work under the direct supervision of the Production Manager and will also work remotely or on site with the appropriate production & artistic team members, dependent on the production or program.

Requirements:

This is a government funded position and the successful candidate is between the ages of 18 and 30, 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 essential

Post secondary theatre production & stage management training preferred

Previous theatre experience and knowledge an asset

Event planning & scheduling experience required

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 and problem-solving skills

Able to work well with multiple team players and Theatre on the Ridge personnel

Strong general and data management skills (proficient in Word, Excel)

The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the position.

This position includes regular weekend and evening hours as per the performance calendar and season dates (available at www.theatreontheridge.ca).

Applications will be accepted until **March 14, 2025**.

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at humanresources@theatreontheridge.ca. We thank all applicants for their interest however only those candidates selected for an interview will be contacted.

"Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and

persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available."