

EMPLOYMENT POSTING



STAGE MANAGER

Howard Family Stage in the Douglas Campbell Theatre

Bard on the Beach Shakespeare Festival, Vancouver, BC

OVERVIEW

Bard on the Beach is Western Canada's largest professional Shakespeare Festival and offers Shakespeare plays, related dramas and special events from June to September, in two modern theatre tents in a magnificent setting on the waterfront in Vanier Park. The Festival also offers year-round educational programming at the BMO Theatre Centre in Olympic Village, and throughout the Lower Mainland. The Douglas Campbell Theatre is a C-house.

POSITION

The Stage Manager will oversee the two repertory productions on the Howard Family Stage (HFS): *Love's Labour's Lost* (directed by Daryl Cloran) and *Paradise Lost* (directed by Anita Rochon). The Stage Manager oversees all HFS stage management functions including:

- Collaborating with the Production Stage Manager to ensure effective and efficient management of all repertory productions in the Bard season;
- Managing the HFS stage management team of 3 persons total;
- Training and ongoing guidance of the HFS stage management apprentice;
- Assisting in the creation and management of the Festival's rehearsal schedule;
- Disseminating production information in a timely and effective manner to all departments and individuals;
- Coordinating and publicizing the daily rehearsal schedule for the HFS productions;
- Collaborating with Education Department to ensure smooth and effective sharing of performance facilities with Education Programs;
- Collaborating with Production Department to ensure smooth and effective sharing of performance facilities for external presentations;
- Collaborating with Company Manager, resident coaches and Integrated Health Team to ensure the well-being of the acting company and crew;
- Collaborating with Site Project Manager to establish and maintain clear guidelines for the Company's safe and enjoyable occupancy of Bard's facilities which are constructed annually;
- Recognize the importance of Company morale and collaborate successfully with other Managers to monitor and support the team as needed through our long season and at our unique setting;
- Contributing to various departmental activities and committees including but not limited to Bard's Occupational Health and Safety Committee.

QUALIFICATIONS AND EXPERIENCE

The successful candidate will have:

- At least 5 years of professional stage management experience;
- Experience working as part of a repertory company;
- An excellent understanding of the CTA;
- Excellent people, communication, leadership, organizational, multi-tasking and problem-solving skills;
- The ability to work productively and meet deadlines in an environment of change, create process and rigorous time management;
- A sense of humour, a willingness to be flexible and a desire to collaborate with all the Festival's constituents

TERM

The position will begin April 27, 2020 (prep week) and conclude on Sept 27, 2020.

TO APPLY

Please upload your resume and a cover letter, together in one PDF, to bardonthebeach.org/current-opportunities/apply-now/. Applications will be reviewed on a rolling basis, and accepted up to December 20, 2019.

We thank all applicants in advance for their interest, however, only those selected for an interview will be contacted. All applications are considered confidential.

Bard on the Beach is committed to promoting an accessible, safe, inclusive and diverse environment. We respect, value and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team.