



Job Posting: Intern Stage Manager – Joseph & the Amazing Technicolor Dreamcoat
Job Status: Full Time Temporary
Dates: 10 Nov to 31 Dec 2019
Deadline: Open until filled

Organization Description:

Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding professional theatre and serving as a dynamic hub for the performing arts. Incorporated in 1982, Gateway has grown into one of the largest professional theatre companies in the Lower Mainland. We serve the community through professional live theatre productions, theatre education for youth, and community venue rentals. The venue houses a 540-seat proscenium theatre, an 85-seat black box theatre, a rehearsal studio, and administration space.

www.gatewaytheatre.com

Job Description:

The Intern Stage Manager (ISM) will assist the Stage Manager and Assistant Stage Manager with organizing rehearsals and performances of the Theatre's production of "Joseph and the Amazing Technicolor Dreamcoat". Rehearsals will take place at the BMO theatre centre in Vancouver, and performances will take place at the Theatre's Main Stage in Richmond.

Applicants should be aware that this is not a C.A.E.A. (Equity) Apprenticeship and that stage work is the exclusive jurisdiction of I.A.T.S.E. workers.

Responsibilities:

The ISM will assist the stage management team as needed with;

- Preparing show paperwork such as schedules, track sheets, reports and record keeping
- Supervising performance activity backstage
- Coordinating rehearsals
- Communication with personnel working on the production
- Cueing performers and crew
- Coordinate and with youth performer minder.

Qualifications:

Candidates will be short listed on the basis of the following qualifications:

- Legally entitled to work in Canada
- Capable of clearing a criminal records/ vulnerable sector check
- Previous training or experience in stage management

Assets:

Assets are not required to be eligible for the position; however priority may be given to applicants who have.

- experience as an Equity Apprentice Stage Manager
- experience working at the Gateway Theatre; including other producers shows at the Gateway.

Remuneration: \$500/week

How to Apply:

Email a single PDF file containing your entire application to Caitlin Fysh, Artistic Associate,

cfysh@gatewaytheatre.com

We appreciate every expression of interest but can only commit to contacting applicants that are selected for interview. Please advise us if you need accessibility accommodated (including alternate formats of materials or accessible meeting space) to participate in this process.