2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MUSI3 – Concert & Event Stage Manager B

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: School of Music

CONTACT NAME: Linda Sheldon

JOB DESCRIPTION:
Gain behind-the-scenes, technical and leadership experience as a Stage Manager for School of Music concerts and events in the Phillip T. Young Recital Hall featuring world-class faculty, students and small ensembles. Our concert season will look different this year as we conform and adjust to the requirements of British Columbia’s Restart Plan during the fight against COVID-19. Events will be live streamed and we will welcome a limited audience of School of Music students, faculty and staff.

This hands-on role is responsible for overseeing events to ensure smooth and efficient execution. The Stage Manager is the key coordinator for event set-up and concert logistics including basic lighting and stage changes, communicating with performers to help ensure their needs are met. Stage managers are responsible for demonstrating safe and proper usage of the facilities. Sanitation of high-touch surface areas before, during and after all events will be required. Training is provided on event procedures, lighting and emergency regulations. Gloves, masks and sanitation supplies will be provided as needed.

Responsibilities and procedures may change over the course of the work term based on provincial and university recommendations.

QUALIFICATIONS:
Must be available Tuesday, Wednesday or Fridays (12:00-1:45 pm), one to two evenings per week (7:00-10:00 pm), and the occasional Saturday or Sunday afternoon (2:00-5:00 pm). Must be punctual, reliable and able to respond quickly to changing demands. Lifting of chairs, music stands and moving pianos/equipment on stage is required.

JOB LOCATION ON-CAMPUS: School of Music, MacLaurin Building B-Wing

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 170

HOW TO APPLY: Cover Letter and Resume to:
Linda Sheldon
Work Study Supervisor
University of Victoria School of Music
musi@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php