



# FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

## Position Description

### Stage Manager

Contract Position: 3 months starting 01Dec09

Reporting to: Technical Director

1 Position

## Position Description

Reporting to the Technical Director, the Stage Manager leads the Venue Technicians in proper installation and running of lighting and audio visual equipment at the Aboriginal Pavilion. This position will work with internal and external client groups, including working with Partners on Theme Day presentations. This position will be part of a team delivering a well hosted, world class visitor experience.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

## Responsibilities:

- Ensure seamless performances and control all stage activities before, during, and after performances
- Coordinate with Absolute Hollywood and other performance groups
- Ensure performance riders are complete
- Attend team and Pavilion meetings as required

## Position Requirements

### Education/Experience

- Two to four years of related experience
- Experience (and certification, where required) in setting up, adjusting, and taking down lighting and audio visual equipment
- Experience leading a team to set up, adjust, and take down equipment involved in audio visual production
- Ability to communicate and negotiate with internal and external production companies and their employees
- Evidence of being proactive in production set up
- Previous experience with Aboriginal production an asset
- Previous experience with Aboriginal performance(s) preferred
- Evening and weekend work scheduling required

## Certificates, Designations, Languages required

- Proficiency in English required
- Two





# FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

## Physical requirements

- May be required to lift boxes or equipment weighing up to 25 kg distances of up to 100 metres
- May be required to work outdoors in inclement weather for periods of up to two hours

## Applications

Resume with three references including contact information must be submitted.

**Submission Deadline: October 30, 2009 at 4:00 p.m. Pacific Time  
(Please make submissions via email or fax)**

### Address:

Karyn Holyk, GM 2010 Aboriginal Pavilion  
Four Host First Nations Secretariat (FHFNS)  
610 – 100 Park Royal  
West Vancouver, British Columbia, V7T 1A2

**Fax:** 604.913.1815

**Email:** [karyn@orcacreative.com](mailto:karyn@orcacreative.com)

