

Position available: Stage Manager

Length of contract: 36 weeks

Hours per week: 30 hours/week

Pay per week: \$800/week

Start date: October 15, 2021

Reports to: Artistic Producer (AP)

Applicants must reside in the Region of Waterloo, Ontario

INTER ARTS MATRIX (IAM) is an interdisciplinary think tank, and an incubator of multi and interdisciplinary arts projects, based in the Region of Waterloo, Ontario.

Founded in 2007, IAM is a registered charitable arts organization governed by a volunteer board of directors, and led by an artistic director.

IAM also employs, on a contractual basis, artists of various disciplines, along with technical and administrative staff necessary to support the organization's mandate "to educate and increase the public's understanding and appreciation of interdisciplinary art forms, to assist artists in developing interdisciplinary art and disseminating it to the public, and to provide programs promoting interdisciplinary art."

The Stage Manager Position is funded by grants from the Canada Council for the Arts, Ontario Trillium Foundation, the Musagetes Fund at the Kitchener and Waterloo Community Foundation, and a special project grant from the City of Kitchener.

interartsmatrix.ca

The **STAGE MANAGER (SM)** will work closely with the Artistic Director (AD), the Artistic Producer (AP) and the Production Manager to provide support to the artistic and production teams and ensure good communications between a variety of groups, including artists, designers, technicians, and the Inter Arts Matrix staff. This includes stage management for both creation workshops, and for educational, promotional, or other presentations or appearances that require production elements.

Key project for the Stage Manager

- Inter Arts Matrix is running a nine-month pilot program to further the professional development of emerging artistic directors of inter and multi-disciplinary projects. The pilot consists of *six creation workshops* of experimental interdisciplinary performances, giving new artistic leaders the opportunity to work with artists of other disciplines, performers, designers, stage manager, production manager, and technical staff, while being supported and mentored by an experienced artistic director from six participating organizations - Inter Arts Matrix, MT Space, NUMUS, Neruda Arts, Open Ears, and Studio D20 Media Arts Collective.

Key Deliverables/Responsibilities

- Participate in creation and rehearsal periods
- Provide in venue technical support
- To run and control performances/Activities
- Administration

Key Relationships

Foster good relations and communication with a variety of interest groups, these include the organizations participating in the project, the Region of Waterloo arts community, and the community at large. Ensure productive and positive working relationships with the artistic and production teams. Ensure working collaboration with Inter Arts Matrix administrative staff.

Skills required for the position:

- Minimum three years of experience working as a stage manager
- Post-secondary diploma in theatre or relevant discipline, or equivalent working experience
- Sound knowledge of relevant technical theatre disciplines, and the ability to work alongside different technicians
- Must be able to read musical scores
- Meticulous attention to detail and capacity to organize and prioritize tasks effectively under pressure
- Excellent communication and leadership abilities
- Interest in interdisciplinary approaches to knowledge and artistic work

The Artistic Director of Inter Arts Matrix is committed to working with Indigenous artists, leaders, and Traditional Knowledge Keepers and inclusion of Indigenous voices in decision making and opportunities for collaborative/creative work. Healing, support, and advocacy are integral to the work of Inter Arts Matrix's Artistic Director.

The Artistic Director is also devoted to working with artists and persons of varying backgrounds including deaf/blind and disability, visible minorities, seniors, and new generation and/or emerging artists. With a goal to create safe spaces for people of all ages and abilities from diverse social, gender/sexual and cultural identities, the Artistic Director works to develop comprehensive and robust programming that supports both artists and community participants.

The Stage Manager will work in collaboration with the Artistic Director to advance this basic operating philosophy of Inter Arts Matrix.

To Apply:

Please prepare a single PDF with:

- a one-page cover letter outlining highlights of your skills and interest in the position
- CV/Resume (maximum three pages)

Email your submission to Sheila McMath, Artistic Director of Inter Arts Matrix, smcmath@execulink.com as soon as possible.

Please note, only candidates selected for an interview will be contacted.