



Head of Stage

Reporting to the Associate Director, Production, the Head of Stage is responsible for ensuring the efficient and safe running of events and shows at Arts Commons and the Jack Singer Concert Hall (JSCH) stage. This position plays an essential role in being able to bring the arts to life for everyone, both figuratively and literally.

You are passionate about the local arts scene and are energized by live performances. You possess strong knowledge of all the technical, mechanical and theatrical details that go into setting up and running events. You will work together with other Heads of Departments, while scheduling and supervising crews to accomplish all technical requirements. As a natural leader, you're able to view any challenge through a tactful and diplomatic lens.

Possessing both strong communication and interpersonal skills, you know how to build consensus within your team and act as a liaison between Production and clients, vendors, and other departments. You're often juggling tasks but still understand the importance of meeting deadlines. While you can work well under pressure and remain cool and collected in the eye of any storm, you never leave anything to be an oversight – especially when it comes to stage safety.

Who we are:

Arts Commons is an ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

At Arts Commons:

Our belief

- That equitable access to the arts is a human right

Our responsibility

- To redefine a bold and adventurous Calgary by championing and investing in creativity

Our Mission

- To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

At a glance

Employment: Permanent, Salaried Union role with I.A.T.S.E. Local 212

Hours: FT (40 hrs); includes overtime, weekend and evening work based on a schedule of shows and events

Start Date: ASAP

Salary: \$74,984 annually

Location: Calgary (in-office)

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

To apply, send your resume and cover letter to:

employment@artscommons.ca

Closing Date: February 20, 2024



What we offer:

On top of the excitement of working inside one of Canada's top performing arts facilities with a team of professionals that share a passion for the arts, Arts Commons offers a competitive salary and a wide range of benefits:

- A collaborative, engaging and values driven work environment
- An annual salary of \$74,984
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts and communities in many different areas, and through different types of events and productions

What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

What you will get to do here:

As the Head of Stage, you achieve creative goals, anticipate problems, and drive solutions. In supervising the stage, you are responsible for ensuring the safe operation of all stage equipment and adapting on the fly whenever something goes wrong. Additionally, you are responsible for always ensuring that all the right crew is scheduled and in place for all technical needs. As a leader and liaison, you will be the communication hub between clients, performers, crew, and all other necessary staff members during events and rehearsals – exemplifying strong client service and communication at all levels. When it comes to Arts Commons, you are proactive in maintaining a safe environment – in all areas ranging from temperature, adherence to safety standards, and safe rigging. Furthermore, you are active in the preventative maintenance, repair, and oversight of varying areas on, in and around the stage.

Strategic Goals: Oversee every aspect of the performance process and maintain the integrity of creative products and live events through to curtain close – focusing on the key areas of client service, scheduling and supervising crew, stage safety, and stage maintenance.

Where you fit within our ecosystem:

The Head of Stage is a member of the Production team within Arts Commons' Venue Operations department. Reporting to the Associate Director, Production, this role works closely with other Production heads to manage live events and productions. This position collaborates regularly with members of the Event Services team, as well as internal and third-party clients, and external vendors. The Head of Stage also works closely with the Facility Operations and Security teams to ensure smooth operations on the day of any shows or events, and the general maintenance and safety on the stage.

You will be a great fit if you...

Must have:

- 4-6 years' experience in Stage Management and/or areas related to sound, lighting, and rigging
- Experience coordinating live events and working in live performance production (e.g. Classical Music, Rock & Roll, Dance and Theatre productions, etc.)
- Knowledgeable and able to work confidently in Microsoft Office and Vectorworks
- Experienced in all aspects of Staging including rigging, operation of chain hoists and winches, basic stage carpentry including maintenance, and stage machinery
- Strong ability to lead and manage teams
- Experience in production team management and supervision, including preparing schedules and managing casual crews
- Must be able to read technical, mechanical and theatrical drawings
- Physical ability to lift at least 50 lbs.
- A passion for the arts!
- **As this is a Union position, you must be in good standing with I.A.T.S.E. 212 or eligible for full membership upon employment**

Nice to have:

- Positive attitude and comfortable working in collaborative environments
- A relevant diploma/degree from a recognized theatre school or comparable education and lived/worked experiences
- Experience with Scenic and Construction Carpentry, an asset

If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:

**Human Resources
Arts Commons**

205 - 8th Ave SE Calgary, Alberta T2G 0K9

Email: employment@artscommons.ca

Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.

We thank all interested applicants in advance but will only be contacting those selected for an interview.

If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.

Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process. To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.