



*Salle Jean-Marc-Dion*

*Jean-Marc-Dion Theater is hiring!*

## **We are looking for: Stage Manager and maintenance**

The Corporation de la Salle de spectacle de Sept-Îles Inc. is actively looking to fill up the position of Stage Manager and Building maintenance.

Under the authority of the Technical Director, the Stage Manager is responsible of the material and stagehands under his/her authority. The Stage manager is in charge during any events taking place on stage. In addition to this, the Stage manager is also responsible, with the Technical director, of planning maintenance on the building when needed.

### **Job Description**

- Prepare and organize the technical and logistical needs required for the production and operation of shows within the framework of artistic projects;
- Develop and adapt the layout plans for stage equipments;
- Carry out and direct the load ins, adjustments and load outs of equipments and technical materials;
- Operate and maintain the theatrical rigging system (Fly system);
- Design and create technical effects that meet artistic demands;
- Manage, the stagehands team during load-ins and load-outs, and when applied, stagehands during changeovers in shows;
- Contribute to good working conditions with the various teams and to the comfort of the public;
- Organize and participate in the storage of equipments and materials;
- Manage and participate in the routine upkeep and maintenance of equipment, scenic materials and the building and hold an up-to-date inventory;
- Ensure a watch on the technological evolution of the equipments and the scenic material;
- Keep his/her work area clean and functional at any time and after every use;
- Implement the rules of hygiene, safety and risk prevention applicable to both professionals and the public.

### **Required qualifications**

The Stage Manager is required to have a good general culture and good/basic technical knowledge in these different spheres of work: scenography, mechanic, machinery, electrotechnics, electromechanics, construction, carpentry, electricity, electronic etc. networking an asset.

College degree in Theatrical production or any valuable experience in one or many fields of work mentioned above.

- Understand artistic demands;
- Ability to work with tools and powertools;
- Ability for manual work;
- Capacity of working long shifts;
- Capacity of working in the dark;
- Capacity of working at heights;
- Mobilize technical knowledge and know-how;
- Propose options and/or make the necessary technical adjustments, keeping in mind the existing constraints and within the framework of the resources allocated;
- Propose purchases, rentals, renewals and adaptation of technical equipment;
- Propose operational improvements;
- Apply an upkeep and maintenance protocol.

The following requirements are not mandatory but would be great assets

- Have musical knowledge and artistic sense;
- Have interest in different types of artistic proposals and show open-mindedness;
- Ability to speak and write in French is highly preferred
- Ability to be a Team Leader and work in teams.
- Ability to multi-task and recognize priorities;
- Great abilities in problem solving, trouble shooting and have a keen analytical mind;
- Work independently and responsibly;
- Have tact, diplomacy and interpersonal skills;
- Excellent stress tolerance.

**Working Conditions**

- Given the Theater's mandate, the work schedules are irregular et requires being present during the day, evenings and weekends according to the events scheduled in the Theatre' seasonal programing.
- Salary in accordance with the Corporation's salary policy.

**Immediate Start**

**Please, forward your resume to Chantal Bouchard,  
General Manager and Programmer : [chantal.bouchard@sallejmd.com](mailto:chantal.bouchard@sallejmd.com)**

**For any other questions on the technical aspect, please contact Samuel Prefontaine, Technical  
Director: [samuel.prefontaine@sallejmd.com](mailto:samuel.prefontaine@sallejmd.com)**

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