



Job Description – Stage Manager

January 8, 2024

Nature of the Work

Reporting to the Executive Director The Stage Manager plays a crucial role in the successful execution of live performances during the SaskTel Saskatchewan Jazz Festival. This position involves overseeing all aspects of the stage, ensuring smooth transitions between acts, and coordinating with various stakeholders to deliver a high-quality entertainment experience.

The position is seasonal, contract position covering the term of July 2 - July 14, 2024. The 2024 festival runs from July 4-13, 2024. Hours of work for this position are fixed and detailed in the final contract. Work hours coincide with festival operations and take place at a variety of times including (but not limited to) evenings and weekends. The work will predominantly occur on the main festival site of the SaskTel Saskatchewan Jazz Festival at Victoria Park in Saskatoon, Sk.

The SJF is a jazz organization that fosters, promotes, and presents jazz and related music to the people of Saskatchewan. It is a not-for-profit organization and the incumbent must work successfully with a wide variety of people and organizations in various capacities to help the SJF thrive and grow.

Key accountabilities:

1. Pre-Event Preparation:

- Collaborate with the Executive Director, Production Team, Tour Managers and performers to understand technical requirements and scheduling details.
- Participate in pre-event meetings and liaison with Tour Managers to familiarize oneself with the lineup and technical specifications of each performance.

2. Stage Coordination:

- Manage all aspects of the assigned stage during live performances, ensuring adherence to schedule and maintaining a smooth flow of events.
- Coordinate with performers, technical crew, and other relevant personnel to ensure smooth transitions between acts.
- Oversee sound checks and ensure that all technical requirements are met for each performance.

3. Communication & Confidentiality:

- Serve as the main point of contact between performers and the production team.
- Communicate effectively with stage crew, Tour Managers, volunteers, and other festival staff to ensure a cohesive and well-coordinated event.
- Liaise with the SJF Volunteer Hospitality team to ensure rider items and requests are being delivered in a timely manner.
- Maintain confidentiality around all things artist contracts, riders and backstage.

4. Problem-Solving:

- Address and resolve any issues or challenges that may arise during performances, such as technical difficulties, scheduling conflicts, or unexpected changes.



5. Safety and Security:

- Implement and enforce safety protocols on the stage, ensuring the well-being of performers, crew, and the audience.
- Monitor weather patterns and use established festival protocol to collaborate on weather related cancellation and postponement decisions.
- Work closely with the festival's security team to address any safety concerns promptly and ensure only volunteers and staff with the correct access are backstage.

6. Documentation:

- Maintain accurate records of each performance, including set lists, technical specifications, and any incidents that may occur. Responsible for filling out incident reports.

Outcomes:

- Artists and Tour Managers receive clear and consistent communication before, during and after their performances.
- A festival representative is onsite to answer Artist/Tour Manager questions and/or seek direction from senior management during all operating hours.
- The festival program runs seamlessly with smooth transitions between each performance.
- The festival hospitality team is supported in their role and able to coordinate delivery more effectively.
- Senior management receives accurate and timely reporting and is notified immediately of any urgent or emergent situations.
- The festival's backstage area is secured and free of unauthorized individuals, vehicles, and debris at all times.

Education and Experience

- Previous experience in stage management or a related field.
- Minimum high school diploma or equivalent work experience. Post-secondary education in theater or live event management is an asset. Current students in these disciplines may be well suited to this position.

Knowledge/Skills

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.



- Knowledge of technical aspects of live performances, including sound and lighting systems.
- Ability to remain calm under pressure and adapt to changing circumstances.
- Availability to work during the festival period, including evenings and weekends.
- Crowd control and volunteer management is an asset.

Competencies

The Stage Manager is expected to achieve their required outcomes while keeping the best interests of the festival, festival staff, volunteers, board, partners, and the community at the core of their decision making.

The Saskatchewan Jazz Festival Inc. prioritizes respect as a key tenant of our staff culture and strives to create a work environment in which all employees are respected, encouraged, and valued for their individual contributions.

The following key competencies have been identified for this position:

- Demonstrates **strong attention to detail** by ensuring information is complete and accurate; follows up as required to ensure that agreements and commitments have been fulfilled.
- Demonstrates **problem solving** ability by taking the initiative to tackle problems energetically and enthusiastically. Is able to use a methodical, step-by-step approach rather than trusting subjective emotional responses, is committed to using logic and reason to work through problems to find workable solutions
- Values **teamwork** by seeking out the collaboration of others and demonstrating the value of differing opinions by listening to others with an open mind.
- Demonstrates excellent **personal communication skills** by stating ideas clearly; recognizing when it is appropriate to communicate; confronting issues openly and directly in a timely manner; selecting the most appropriate and effective mediums for communicating; identifying and managing misunderstandings, and listening attentively and actively.
- Demonstrates excellent **written communication skills** by creating written documents and reports that are well suited to their content and target audience.
- Demonstrates strong **organizational skills** by planning and prioritizing activities in a manner that ensures optimum achievement of goals.
- Demonstrates an aptitude and interest to **learn new concepts** and technology quickly by taking initiative to learn new tools and processes that expand personal knowledge and create more effective, productive work outcomes.



- Demonstrates **cultural agility** in their ability to work respectfully, knowledgeably and effectively with Indigenous people and other marginalized groups.

Position Requirements

- Must be bondable and obtain a criminal record check prior to commencing work.
- Employees of the Saskatchewan Jazz Festival Inc. may not perform as an artist, technician, manager, or agent during the SaskTel Saskatchewan Jazz Festival or any additional programming presented by the SJF. With approval of the Executive Director, employees may participate in these activities at other festivals or venues, provided their participation does not conflict with the required outcomes of their employment. While the Stage Manager is a private contractor and not an employee of the organization, they must abide by this policy for the duration of their contract so as to prevent any real or perceived conflict of interest.