



Position Description for GirlJam Crew Stage Manager

The GirlJam Crew will form a team of volunteers committed to executing a dynamic girl-driven event for 5000-10000 Ontario and Nunavut members that successfully “Wows the Girl”.

Volunteer Opportunity

As part of the GirlJam Crew, you will work in a collaborative and supportive manner with the other Special Events team members, in an effort to ensure an efficient delivery of services and a successful event outcome.

Key Responsibilities for the Position:

As the Stage Manager, in conjunction with the Special Events Lead, you will be responsible for the managing of all elements of the stage presentations at the Bandshell Stage throughout GirlJam 2020.

Your key responsibilities will include the following:

- Assisting the Special Events Lead with the planning of special events, in particular the stage presentations, at GirlJam 2020;
- In advance of the event:
 - ❖ Participate in the identification of elements of the schedule of presentations requiring scripts and assist with their creation;
 - ❖ Provide input for the setup of the stage (including decorations and placement of presenters and props);
 - ❖ In conjunction with the Special Events Lead and other Steering Committee members, organize and execute a dress rehearsal;
- During the event:
 - ❖ Manage all elements of the Bandshell stage, including providing direction to other Special Events Crew members for the establishment of a storage area for props to be used throughout the event and ensure they are accessible in advance of when they are required on the stage;
 - ❖ In conjunction with the AV vendor, become familiar with the basic operation of the stage’s elements including the sound and light systems;
 - ❖ Be responsible for ensuring a smooth flow of presentations on the Bandshell stage by ensuring Crew queues up presenters on a timely basis according to the schedule and confirming they have “what they need, when they need it”;
 - ❖ Provide continuous updates to the Special Events Lead of any issues or concerns that arise over the course of the day.

Requirements for the Position:

- Availability to attend GirlJam 2020 throughout the required timeframe for your respective team (from setup to tear down) on September 25 and 26, 2020;
- Background and experience in the managing of an event with multiple stage presentations;
- Familiarity with the operation of audio visual systems and other technical elements of a stage production;
- Be comfortable on your feet for an extended period of time;
- Ability to remain calm, cool, and collected in potentially stressful situations;
- Strong interpersonal, organizational and problem solving skills;
- Ability to communicate in a clear, concise, understandable manner as well as listen attentively to others;
- Capacity to adjust priorities and manage time wisely in a fast-paced environment;
- Self-motivated and disciplined with the ability to multi-task;
- Commitment to providing outstanding customer service.

Working Partnerships:

As a member of the Special Events Crew, you will work with other members of the Special Events team, reporting to the Special Events Lead.

Term of the Position:

- This position will commence from the time of acceptance (early 2020) until the conclusion of the event on September 26, 2020.
- You may be required to participate in team meetings via conference call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$59 + HST. Included in this fee is a t-shirt, crest and meals during the GirlJam event.

