



*A company of artists dedicated to re-imagining the art of puppetry.*

---

## Ensemble Opportunity: **Touring Stage Manager**

The Old Trout Puppet Workshop is seeking a wildly-talented individual to join our company in the role of touring Stage Manager, who would like to be a part of the ensemble for our show *Famous Puppet Death Scenes*.

We currently have tentative touring engagements to Greece and France next year. The plan is to rehearse in Calgary this fall, if possible. Because of the evolving Pandemic situation, of course, the dates may change, so we are currently looking to interview candidates who are interested in the position over the long term.

### Position Description

The Stage Manager shall execute their role according to the Canadian Theatre Agreement (Clause 63:15) in support of rehearsals, performance and touring related duties of the Old Trout Puppet Workshop production of *Famous Puppet Death Scenes*. Additionally, the Stage Manager will be responsible for coordinating technical elements for load-in and strike in all venues.

Responsibilities will be negotiated with the successful applicant, depending on skills and experience.

### Ethno-cultural Statement

The Old Trout Puppet Workshop is committed to inclusive hiring. We encourage applications from artists who self-identify as members of under-represented communities. We continuously evaluate our practice and policy as we endeavour to be a safe and welcoming space for everybody. We are committed to providing accessible employment practices. If you require accommodations during any stage of the recruitment process, or if you have any questions about the position(s), please let us know.

### Selection Criteria

#### **Required Qualifications:**

1. Previous stage management experience, particularly in touring
2. Excellent communication skills, the ability to work as part of a small team, with a high level of autonomy, self-motivation and initiative
3. Understanding of risk management and OH&S policy and practice

**www.theoldtrouts.org – mail@theoldtrouts.org – 403 508 4929  
3640 – 15A Street SE, Calgary, Alberta, Canada T2G 3N5**



*A company of artists dedicated to re-imagining the art of puppetry.*

---

4. Experience in working with light and sound designers, including focusing lights, building cues and troubleshooting sound systems in a variety of venue sizes and conditions.
5. Knowledge and experience in technical theatre software: Q-Lab, Vectorworks
6. Demonstrated knowledge of Microsoft Office, Macintosh and Google software packages for the purposes of scheduling, planning, tracking and design, as well as general email and internet communication
7. Commitment to inclusive values and intercultural collaboration
8. Fluency in English
9. Valid passport, with no barriers to obtaining international work permits
10. Flexibility in personal schedules and willingness to travel internationally

**Preferred Qualifications:**

1. Fluency in a second language such as French, Spanish
2. Valid driver's license
3. Equity member in good standing
4. Experience touring under the CTA and/or ITA

## Opportunity Details:

Full time, limited contracts, in accordance with the Canadian Theatre Agreement.

Tentative Contracts:

- |                     |   |
|---------------------|---|
| Contract #1:        | October – November , 2020 (4 weeks - TBA) |
| Calgary:            | 1 week prep + 3 weeks rehearsal           |
| Contract #2:        | February 1 – 21, 2021 (3 weeks)           |
| Eleusis, Greece     | 4 performances: Feb 4 – 7                 |
| St. Michel, France  | 2 performances: Feb 11                    |
| Vendome, France     | 1 performance: Feb 17                     |
| Contract #4:        | June 28 – Aug 1, 2021 (5 weeks)           |
| Avignon, France     | 19 – 21 performances                      |
| Festival D' Avignon |   |

Compensation shall be equivalent to mandated CTA Stage Manager weekly rates according to company category for touring engagements.



*A company of artists dedicated to re-imagining the art of puppetry.*

---

## How to Apply

Please submit your resume by email before 5pm, Friday September 25, 2020

Your application should include:

1. Cover letter
2. Your resume, highlighting relevant experience and key achievements.
3. Confirmation of your available dates
4. The names and daytime contact details of three references.

Please send, with **Subject Line: “FPDS 2020-21 Stage Manager”** to:

[Bob@theoldtrouts.org](mailto:Bob@theoldtrouts.org)

Applicants are responsible for ensuring their application is received and readable. If you need any further information, contact 403-508-4929.

More information about the Old Trout Puppet Workshop is available at [www.theoldtrouts.org](http://www.theoldtrouts.org) .