



**Apprentice Stage Manager  
BIPOC Position  
8-Week, Full-time Contract**

**About Vertigo Theatre**

Vertigo Theatre is a premiere cultural institution in Calgary and has entertained audiences for 45 years with high-quality programming. It is the only theatre in North America programming a season based entirely in the mystery genre. Located at the base of the Calgary Tower, the Vertigo Theatre complex is home to our administration, ticket offices and two performance venues. Vertigo Theatre aims to thrill, entertain, and challenge by creating theatre that ignites the curiosity of our community. We are dedicated to the revitalization of the mystery theatre genre and to inspiring and mentoring the next generation of arts leaders.

**Who Should Apply**

This position is open to people who identify as Black, Indigenous or as a Person of Colour. No previous experience is required, however curiosity about working in the performing arts, and a keen interest to learn are encouraged.

**About the Position**

To further its commitment to education and professional development, Vertigo Theatre is seeking to hire a BIPOC Apprentice Stage Manager for the upcoming show *Sherlock Holmes and the Vanishing Thimble*. It's come to our attention that there is an absence of racialized persons in Stage Management positions. In the interest of investing in future talent, we are carving out space specifically for a BIPOC individual to have on-the-job learning experience. There are many racialized individuals as part of the creative team on this production, including the Director.

This is an entry level position where the Apprentice Stage Manager will be exposed to all the aspects of Stage Management that it takes to produce a professional production. This position qualifies for a Canadian Actor's Equity Association (CAEA) apprenticeship credit.

The experience will include prep time, rehearsals, tech, and working backstage for the duration of the run. The apprentice will be mentored by a professional stage manager and assistant stage manager team. The apprentice will work closely with the director, the cast, and Vertigo's production team for the duration of the experience.

The apprentice will have the opportunity to learn and/or improve their skills in:

- Preparing a rehearsal hall for rehearsal
- Preparing a script
- Reading a ground plan
- Working with a cast
- Working with props, a Props Designer and the Head of Props, and doing props tracking
- Working with costumes, a Costume Designer and the Head of Wardrobe, and doing wardrobe tracking and quick-changes
- Preparing and updating paperwork including taking blocking notes, rehearsal notes, tracking paperwork, and production notes

- Setting up backstage
- Pre and post show responsibilities
- Independently running a show track
- Working collaboratively with the Stage Manager and the Assistant Stage Manager to problem solve issues as they arise
- Assisting with the upkeep of health and safety procedures during the rehearsal and the run of the show
- Communicating across all department involved in the show

Applications are encouraged from all experience levels, whether newly interested in working in the performing arts, a graduate of a university theatre program, or a working professional looking to gain Equity credits. The experience can be tailored to each individual's experience level.

### Qualifications

- **Fully vaccinated against Covid-19** (except in cases of a medical exemption)

### Dates and Hours

*Sherlock Holmes and the case of the Vanishing Thimble*: February 8 - April 3 (8 weeks)

February 8 - February 26 Rehearsal schedule: 10am to 6pm Tuesday through Saturday

\*February 27 - March 10 Tech Schedule: 10am - 10pm Tuesday through Sunday

\*March 11 April 3 - Performance Schedule: 6pm - 11pm Tuesday through Friday, 12:30pm -11pm Saturday, 12:30pm - 5:30pm Sunday

\*The schedule may be adjusted as needed. The Production Manager and Stage Manager will issue a final schedule before rehearsals start. Any changes will be communicated in advance.

### Compensation

- \$720 per week plus 4% Vacation Pay
- Vertigo will pay for one apprentice credit to Canadian Actor's equity association on behalf of the apprentice
- A child care stipend is available upon request, please let us know if this is a consideration for you.
- Vertigo may be able to assist with costs for travel expenses, and/or accommodation if the successful applicant is not based out of Calgary. Please let us know if this is a consideration for you.

### How to Apply

Applications will be accepted until the position is filled. Interviews will commence on an ongoing basis.

Please send a resume with a cover letter to Jessie Paynter, Production & Facility Manager at [Jessie.Paynter@vertigotheatre.com](mailto:Jessie.Paynter@vertigotheatre.com)

Please use the subject line **Apprentice Stage Manager Application**

**Vertigo also accepts Apprentice Stage Manager applications on an ongoing basis, and we encourage all interested BIPOC applicants to apply even if they are unavailable for this**

**production.**

Thank you to all applicants. All applicants will be contacted upon receipt of their application.

**More Information**

Questions about this job opportunity or working at Vertigo Theatre can be directed to Jessie Paynter, Production and Facility Manager at [jessie.paynter@vertigotheatre.com](mailto:jessie.paynter@vertigotheatre.com)

For more information about Vertigo Theatre please visit our website, [www.vertigotheatre.com](http://www.vertigotheatre.com)

At Vertigo Theatre we are committed to a respectful work environment and a diverse workforce. We encourage applications from all qualified individuals including visible minorities and people with disabilities.

The Board of Directors, management and staff of Vertigo Theatre, in recognition of local, national and international initiatives, both within and outside the theatre community, remain focused on reviewing and evaluating Vertigo's policies, activities, resources, and measures of success to ensure we create, support and maintain an engaging and inclusive environment for all. We acknowledge the work of the 35/50 Initiative and we are analyzing our processes and are developing a plan of action.