



Stage Management/Assistant Director (SMAD) Positions

We are looking for enthusiastic Original Kids to join our Production Team

Original Kids Theatre Company (OKTC) produces over 20 productions a year. As an Stage Manager / Assistant Director (SMAD) you will become a crucial part of the OKTC production team. Our SMAD's are coached and trained to follow our organizational values.

- To strengthen the reputation of OKTC by exceeding our customers' expectations.
- To adapt our offerings while sustaining professional and streamlined processes.
- To create memorable experiences for our customers, staff and members alike.
- To cultivate our youth allowing them to define their own unique leadership style.

This is an honorarium contract position paying \$350.00.

Description of Responsibilities:

1. Working with OKTC Production Teams to help deliver great experiences for our Original Kids, Volunteers and Artistic Staffs.
2. Show Administration
 - a. Attendance
 - b. Production Notes
3. Communication
 - a. Original Kids
 - b. Parents & Families
 - c. Show Staff
 - d. OKTC Admin
4. Developing your team and those around you.

Basic Qualifications:

1. Currently enrolled in Original Kids.
2. Enrolled in High School.
3. Demonstrated strong verbal and written communication skills.
4. Have a valid Social Insurance Number prior to first payment.

Preferred Qualifications:

1. Experience with Microsoft Word.
2. Have been an OKTC Stage Manager.
3. Been through OKTC Stage One training

Mandatory Training:

Training Sessions (Between Dec. 27 - Jan. 7, Mandatory Training - No Exceptions)

- Session 1 (b/c) - Leadership/Culture of OKTC.
- Session 2 (b/a) - Procedures of OKTC Stage Manager.
- Session 3 (a) - Application of OKTC Stage Management and Directing principals.

To Apply:

Send an email with "Stage Management/Assistant Director Position" in the subject line along with your attached resume and cover letter to: boxoffice@oktc.ca Please include in your cover letter any conflicts you may have. Thank You!

Application Deadlines:

Please submit your application by Thursday December 21, 2017 - 5:00pm.

We thank all applicants who apply, but only those selected for an interview will be contacted.