



## **STAGE CO-ORDINATOR Job Description**

KareVan Productions is hiring a **Stage Coordinator** for the 2024 season of shows at Diamond Tooth Gerties Gambling Hall in Dawson City, Yukon.

### **Production Dates:**

Rehearsals: April 30th- May 9th

Previews: May 10th- May 24th

Run: May 25th- September 21st

### **About the Show:**

KareVan Productions operates 3 different shows per evening, 7 days per week from May- September inside the historic Diamond Tooth Gerties. Each show consists of 2 vocalists, a 2 piece band and 3-4 dancers. The shows are at 8:30pm 10pm and Midnight and consist of:

- a gold rush themed show set in 1898 featuring can-can dancing and ragtime music
- a classy cabaret, featuring notable jazz/modern hits with a vintage feel
- a through the decades show, featuring the biggest hits of the past 70 years

### **Job Description:**

The Stage Co-ordinator works backstage with the cast and reports to the Producers. This position ensures all onstage elements of the show remain as set out by production, including lighting cues, costumes, sets and props during the shows. This person will also ensure backstage runs smoothly including calling pre show times, organizing backstage, pulling curtains, and moving set pieces and props.

This person will be responsible for making sure photos with the cast run smoothly and that cast mingling is timely. This position will be required to assist weekly rehearsals, and must be able to perform errands such as food pick up, costume drop offs and battery purchases. This person will also create a blocking bible for the show during the rehearsal process.

This position will be required to be at the venue from 7:45pm- 1am, 5-6 days per week, with additional afternoon hours when required.

**Duties:**

- Create a blocking bible for vocalist stage direction
- Create a backstage bible outlining all set, prop and curtain movement
- Move and set up all set pieces and props before, during and after the show
- Pull curtains during the show
- Assist with minor repairs to set, costumes and props
- Manage cast photos with guests following shows 1 & 2
- Give performers pre show calls
- Keep backstage tidy and keep inventory
- Report to producers any significant events that take place during a show night
- Assist with weekly rehearsals
- Trains and ensures stagehands have clear direction on all duties required on a show night
- Perform errands such as picking up food, making necessary show purchases, dropping costumes at the seamstress

**Requirements:**

- Previous experience working backstage in a theatre setting
- Ability to perform small maintenance tasks and use basic tools
- Able to provide creative solutions in a fast paced environment
- Must be able to lift and move large set pieces
- Attention to detail
- Organized, punctual, responsible
- Willingness to learn and adapt
- Ability to work unsupervised and also within a team

**Pay:**

- \$150/day. Regular hours are 7:45pm- 1:00am, 5-6 days/week, with additional afternoon hours when required
- Rehearsals: April 30- May 9th- must be available during daytime hours for the duration of the rehearsal process
- Employment conditional upon applicant's confirmation of housing
- KareVan Productions does not provide accommodation, though may contribute towards housing costs for out of town applicants. Travel to Dawson City will be covered by KareVan Productions

**To apply please email your resume and cover letter to [info@karevan.ca](mailto:info@karevan.ca)**