

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** MUSI 3 - Concert & Event Stage Manager A (CUPE)

**DEPARTMENT NAME:** School of Music

**CONTACT NAME:** Linda Sheldon

#### JOB DESCRIPTION:

Gain behind-the-scenes, technical and leadership experience as a Stage Manager for School of Music concerts and events in the Phillip T. Young Recital Hall. With concerts featuring world-class faculty and guest performers, students and small ensembles, this hands-on role is responsible for overseeing events to ensure smooth and efficient execution. The Stage Manager is the key coordinator for event set-up and concert logistics including basic lighting and stage changes, liaising with performers, and facilitating special requests as needed to ensure a professional event. Stage managers are also responsible for demonstrating safe and proper usage of the facilities. Training is provided on event procedures, lighting and emergency regulations.

#### QUALIFICATIONS:

Must be available Tuesday, Wednesday or Fridays (12:00-1:45 pm), one to two evenings per week (7:00-10:00 pm), and the occasional Saturday or Sunday afternoon (2:00-5:00 pm). Must be punctual, reliable and able to respond quickly to changing demands. Lifting of chairs, music stands and moving pianos/equipment on stage is required.

**JOB LOCATION ON-CAMPUS:** School of Music, MacLaurin Building B-Wing

**WORK STUDY WAGE:** \$18.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 150

**HOW TO APPLY:** Cover Letter and Resume to:  
Linda Sheldon  
Work Study Supervisor  
University of Victoria School of Music  
[musi@uvic.ca](mailto:musi@uvic.ca)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>