

Job Title: Stage Manager, Edmonton Christmas Market
Work Location: On-site @ Fort Edmonton Park, other locations TBD
Contract: November 18, 2024 to December 22, 2024



[Edmonton Christmas Market](#) at Fort Edmonton Park — a destination for discovering regional brands and makers, food and culinary experiences, live entertainment, activities and more.

We are seeking a motivated and vibrant individual to join our Edmonton Christmas Market (ECM) team. Reporting to the General Manager and the Markets and Events Director, the **Stage Manager** will support the planning, organizing and execution of the ECM Play, Performances and Musicians Program including management of the performance schedule

Job Title: Stage Manager
Start Date: November 18, 2024
End Date: December 22, 2024
Location: Fort Edmonton Park, 7000 143 Street NW
Report to: Adam Luciuk - General Manager, Markets + Events Department
Schedule: 15-40 Hrs per week (evenings + weekends) **Compensation:** Contract wage based on experience

JOB DELIVERABLES

Managing the service and delivery of the ECM Retail and Shop program. This includes, but is not limited to:

- Be on site at the Edmonton Christmas Market at Fort Edmonton Park to support the event team Nov 18 - Dec 22, 2024
- First point of contact for all performers and management of green room and performer backstage needs.
- Management of the ECM Performances Schedule including Capitol Theater, Midway and Bills, other venues to be detailed
- Provide orientation, schedules and any details for all performers at minimum 72 hours prior to festival and weekly updates there after
- Manage all needs for Plus 1's/Limited guest list (codes to be given) and ensure parking is adhered to
- Manage and schedule all dress rehearsals, tech time and address any shortfalls
- Assist with venue management, monitoring, FOH needs like ticketing and work with Customer Exp Team as needed
- Assist and support General Manager and Markets + Events Manager, Operations Manager as needed.
- Other duties, as assigned.

Minimum Qualifications

- Past experience as stagehand or stage management 2 years experience
- Must have experience with problem resolutions, troubleshooting and managing tasks in a fast paced environment.
- Strong customer service and communication skills to work with vendors, contractors and guests.
- Highly organized, results oriented and ability to work in a multi-functional team environment
- Knowledge of all applicable provincial and local health and safety regulations.
- Ability to move throughout all of the ECM activations and continuously perform essential job functions
- Acts with integrity when unsupervised
- Willing to "pitch-in" and assist the ECM team and be a team player.
- Self-starting personality with an even disposition.
- Successful applicants must be available to work for the entirety of the Edmonton Christmas Market, which may include pre-production and post production. Vacation blackout period is in effect from November 18, 2024 to December 22, 2024 Wednesday through Sunday.

Conditions of Employment

- Own laptop that can be used for work purposes
- Class 5 license and vehicle

Please send a cover letter, resume and two references to hello@wearewildheart.com.