



**Job Title: Stage Manager (3 Positions Available)**

**Festival: The Word On The Street Toronto**

**Location: Queen's Park Circle, Toronto**

**Dates: Saturday, September 28 and Sunday, September 29, 2024**

**Honorarium: \$250 per day**

**Hours:**

- Saturday: 10:00 AM – 6:00 PM (with a 1-hour lunch break)
- Sunday: 9:00 AM – 5:00 PM (with a 1-hour lunch break)

**Overview:**

The Word On The Street Toronto, Canada's largest outdoor book and magazine festival, is seeking three (3) reliable and experienced Stage Managers to oversee the smooth operation of programming on our festival stages. As a Stage Manager, you will be responsible for coordinating with authors, moderators, technicians, and festival staff to ensure a seamless experience for both presenters and audiences.

**Key Responsibilities:**

- Oversee stage operations, including managing the schedule and coordinating transitions between programming sessions.
- Communicate effectively with authors, panelists, moderators, and technicians to ensure timely starts and smooth transitions.
- Ensure the stage adheres to the festival's health, safety, and accessibility guidelines.
- Provide support for sound and audiovisual technicians, ensuring all equipment is ready for each session.
- Assist in managing any unforeseen challenges that arise during programming, including adjusting for timing or technical issues.
- Report any issues or emergencies to the festival's management team promptly.
- Serve as a point of contact for festival volunteers assigned to your stage.

**Requirements:**

- Previous experience as a Stage Manager or in event management is preferred, although not necessary. Training will be provided.
- Ability to stay organized and manage multiple tasks in a fast-paced environment.
- Excellent communication and interpersonal skills.
- A proactive and problem-solving attitude.
- Ability to work independently while coordinating with a larger team.

- Punctuality and professionalism are a must.
- An appreciation for books!

**How to Apply:**

Please send your resume and a brief cover letter outlining your experience to [kim@thewordonthestreet.ca](mailto:kim@thewordonthestreet.ca). Be sure to indicate your availability for both festival days. Applications will be reviewed on a rolling basis until all positions are filled.

Join us in celebrating the best in Indigenous and Canadian literature at this exciting festival!