

The Butchart Gardens is looking for an individual to fill the following position:

DEPARTMENT: Arts & Entertainment
POSITION: Stage Manager – Artist Liaison

This is a position for an individual with entertainment experience in stage management and working with performing artists. Working with other technical staff and reporting to the Arts & Entertainment management, this individual's primary function would be coordinating and supporting entertainment activities at The Butchart Gardens. The successful candidate will work within the Arts & Entertainment department as well as with other Gardens' staff. An adequate level of physical fitness is required so individuals with repetitive strain or back injuries would not find this position suitable. While not required, some knowledge of stage lighting, live audio, carpentry or rigging would be beneficial. The performance workday will primarily be afternoons and evenings, Wednesday through Sunday in July & August with occasional long days. Work days and hours will ultimately be determined by the requirements of the Entertainment program.

The successful candidate will be required to:

- Plan and prepare for the performers' technical needs
- Conduct pre-show preparations
- Greet performers and assist with the load in, set up, and strike of performers and stage equipment
- Look after performer needs and hospitality requirements
- Assist with technical aspects of the performance as required
- Ensure performances start on time
- Act as emcee and introduce the show to the audience when required
- Maintain daily show reports including audience attendance and weather conditions
- Assist the Fireworks department or other department areas as required
- Assist with the organization, set-up, maintenance and cleaning of work areas
- Update Arts & Entertainment management on status of performances

The successful candidate will possess the following qualifications:

- Stage management experience and the ability to work with performers and technical staff
- Ability to deal diplomatically with entertainers, audience and other staff
- Excellent written and verbal communications skills and working knowledge of common computer programs (Word, Excel, Outlook)
- Knowledgeable of current entertainment industry practices
- Experience in sourcing and booking entertainment would be an asset
- Ability to work unsupervised and apply creative judgement
- Good organizational and troubleshooting skills
- Good physical condition and the ability to lift and move equipment
- Comfortable working outdoors in all weather conditions
- Flexibility in scheduling of hours
- Ability to safely operate hand tools and power tools if required
- Valid BC Driver's License and reliable transportation
- A genuine desire to be a team player

This is a seasonal position, offering 40 hours of work per week from early May until mid-September, 2025. Weekend and evening work will be required, along with occasional overtime. Remuneration will be commensurate with the level of responsibility and the qualifications of the successful candidate. There is a possibility that this may become a full-time, year-round position working in the Arts & Entertainment department and could include selecting and curating future entertainment seasons.

Applications will be accepted until a suitable candidate is found. Interested individuals should submit a resume and cover letter to: Human Resources, The Butchart Gardens, 800 Benvenuto Ave, Brentwood Bay BC, V8M 1J8
Fax: (250) 544-4455, Email: hr@butchartgardens.com

We sincerely thank all those who apply, however, only those short-listed will be contacted.