

Great Canadian Casinos, Inc. is currently recruiting for Stage Manager to be based at River Rock Casino Resort in Richmond. . The successful candidate will be responsible for managing ground transportation, hotel accommodations as well as food and beverage requirements for the visiting performing artists and their entourage while establishing a safe and welcoming work environment for all employees. Motivates and leads by example and provides a learning environment. Implements all new show theatre initiatives as directed.

**SPECIFIC JOB FUNCTIONS:**

- Coordinates ground transportation, hotel bookings, hospitality riders, special requests, food and beverage requirements, food vouchers, etc. for performers and their entourage
- Coordinates performers' requirements with hotel staff to execute
- Reviews rider documentation and implements related requirements; liaises with Tour Managers to ensure compliance with rider documents; fulfills any additional approved requirements
- Purchases or rents audio and sound equipment, musical instruments if required
- Orders appropriate staff through established vendor lists; schedules and supervises staff as required
- Coordinates with the cleaning contractor or other service to fulfill dressing room requirements
- Meets and greets performers, tour managers and traveling company upon arrival
- Orders and coordinates backstage passes
- Assists in set up and break down of the venue as per plan
- Responds to and resolves issues as escalated
- Liaises and communicates effectively with all appropriate operational departments
- Develops and cultivates strong working relationships with all stakeholders: guests, ownership and employees
- Ensures compliance with licensing laws, health and safety and other statutory regulations
- Performs other duties as assigned or directed

**JOB REQUIREMENTS:**

- Minimum 2 years of experience in the entertainment industry
- Minimum 2 years management experience
- Post Secondary education or suitable combination of education and experience
- SIR, Smart Serve or IGB certification
- Ability to exceed internal and external customer expectations through timely, effective and service oriented communication
- Computer literacy in MS Office

Candidates must be ready and willing to work a flexible schedule. The hours of work will be based on customer and business needs.

How to Apply: Qualified candidates are welcome to apply online at [www.greatcanadiancasinos.com](http://www.greatcanadiancasinos.com)

Elisa Nablo

Recruiter

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