



NAME CARD ASSISTANT/STAGE MANAGEMENT ASSISTANT

The Role

- Assist with the organization of graduands name cards before each ceremony.
- Assist graduands in retrieving their name card and ensuring graduands are in proper order in the procession.
- Notify the Name Card Supervisor with any issues or to create new name cards if necessary.
- Transition to Stage Management Assistant role before the start of the ceremony.
- Assist with the flow of graduands, correct order of procession, and providing name cards to the Camera Card Operator.

The Commitment:

- Review an orientation video (provided in advance of training).
- Attend a mandatory one-hour training session.
- Commit to a minimum of two shifts (ceremonies).
- Note: there are 4 ceremonies taking place October 20th – October 21st.

Shift times:

- 08:00 a.m. - 12:15 p.m.
- 12:30 p.m. - 04:45 p.m.

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- Expand your professional and social networks. Connect with new graduates, staff, faculty, leadership, and other volunteers across campus.
- Experience the celebration and excitement that comes with the graduation of our students.
- Receive a written letter of appreciation that you can use for your annual performance appraisal.
- Note: this role will remain standing for long periods and be in close proximity with others.

For more information please email:
ambassadors.convocation@uwaterloo.ca.