

STAGE MANAGEMENT ASSISTANT 2

The Role

- Ensure graduates in the ramp lineup have name cards ready and in the correct order.
- Distribute and manage transition cards as required.
- Assist with editing or creating new camera cards when needed.
- Liaise with the Marshal regarding special graduate circumstances.
- Review numbered programs to identify transitions and special notes.

The Commitment:

- Commit to attending the assigned shift(s) selected at the time of registration.
- Attend a mandatory 30-minute virtual orientation session focused on emergency procedures and key event information.
- Participate in any required role-specific training as directed. Additional details will be provided closer to the event date.

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- Expand your professional and social networks and connect with new graduates, staff, faculty, leadership, and volunteers.
- Develop event coordination skills and gain experience managing high-volume participant flow.
- Receive a written letter of appreciation that you can use for your annual performance appraisal.

Note: this role involves standing for extended periods.

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