

STAGE MANAGEMENT ASSISTANT

The Role

- There will be two stage management assistants per ceremony to assist with the flow of graduands through the stage area.
- One Stage Management Assistant will be responsible for:
 - 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.
- The second Stage Management Assistant will be responsible for:
 - Manage graduate flow at the base of the right-side stage ramp.
 - Ensure no more than nine graduates are on the ramp at any given time.
 - Release graduates in groups of three as space becomes available.
 - Maintain order and prevent clumping in the ramp area.

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 strong organizational and crowd management skills.
- 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.