



# STAGE MANAGER (SUPERVISOR)

## **The Role**

- Provide stage direction to graduands prior to crossing the stage.
- Provide leadership to the stage management team on-site and problem solve accordingly.
- Set the pace for the graduates walking across the stage, in coordination with the Camera Card Operator and Graduate Organizer.
- Work with the Graduate Organizer to markup programs for the team, identifying the first graduate present in each program.
- Check in with Graduate Organizer upon arrival and be prepared to stand for long periods of time.

## **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:**

- 09:15 a.m. - 12:30 p.m.
- 01:45 p.m. - 05:00 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 wear a robe during the ceremony, remain standing for long periods and be in close proximity with others.

For more information please email:  
[ambassadors.convocation@uwaterloo.ca](mailto:ambassadors.convocation@uwaterloo.ca).