

<b>Job Title:</b>	Main Stage Coordinator	<b>Job Class:</b>	Coordinators
<b>Division:</b>	Festival Programming	<b>Department:</b>	Festival Programming
<b>Reports To:</b>	Director, Festival Programming	<b>Term:</b>	N/A
<b>Job Description</b>			
<p><b>Position Summary:</b></p> <p>The Main Stage Coordinator is responsible for overseeing all aspects of the main stage during Pride Winnipeg's festival weekend. This includes coordinating with performers, managing the stage schedule, ensuring technical requirements are met, and guaranteeing a smooth operation throughout the event. The Main Stage Coordinator ensures that all performances go according to plan and that the audience has a seamless and enjoyable experience.</p> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the schedule for all performances on the main stage during Pride weekend.</li> <li>• Communicate with performers, ensuring they are aware of set times, technical needs, and other logistics.</li> <li>• Work closely with the technical team to ensure sound, lighting, and other stage equipment are set up and functioning correctly.</li> <li>• Oversee stage setup and takedown, ensuring it meets safety protocols and operational standards.</li> <li>• Act as the point of contact for any issues or concerns that arise during performances, providing prompt solutions.</li> <li>• Ensure all performers have the necessary materials, such as microphones, instruments, and props, ahead of their performances.</li> <li>• Collaborate with the Operations team to ensure the stage area is secure and accessible to authorized personnel only.</li> <li>• Supervise volunteers and staff working in the main stage area, providing guidance and direction as needed.</li> <li>• Coordinate any last-minute changes or adjustments to the stage schedule, communicating updates effectively.</li> <li>• Assist with the planning and execution of stage-specific promotions and announcements.</li> <li>• Ensure safety and crowd control measures are followed in collaboration with the security team.</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Strong organizational and communication skills to manage a busy event schedule.</li> <li>• Experience in event coordination, particularly with live performances or stage management.</li> <li>• Understanding of sound, lighting, and stage equipment is highly preferred.</li> <li>• Ability to work under pressure, making quick decisions to resolve any issues that may arise.</li> <li>• Strong interpersonal skills with the ability to work well with a diverse range of individuals, including performers, vendors, and volunteers.</li> <li>• Ability to prioritize tasks, ensuring that key deadlines are met and the event runs smoothly.</li> <li>• Knowledge of event safety procedures and crowd management techniques.</li> <li>• Flexible and adaptable, willing to take on different responsibilities as needed to ensure event success.</li> </ul>			

<b>Last Updated On:</b>	02-01-2025	<b>Updated By:</b>	Brittney Frias