

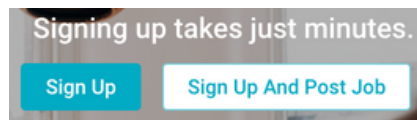
EMPLOYER GUIDE FOR POSTING A JOB

Learn how to post career opportunities for CalArts students and alumni on our online job board Compass.

CREATE YOUR EMPLOYER PROFILE + POST YOUR FIRST JOB!


You will need: main contact name, title, valid business email address, phone number, address, company logo, website, job title + description.

1. Visit **Compass @CalArts**
2. Click **sign up** or **sign up and post jobs**. >>>>
3. Fill in the requested information.
4. Submit your profile and/or job listing(s).
5. Your submission will be reviewed by our employer team within 3 business days.
6. If approved, you will receive an email prompting you to set a password.
7. You will receive a separate email when your job posting is approved or denied.
8. If approved, your job will be available to CalArts students and alumni within 48 hours.
9. Your posting will be live for 45 days after the publishing date. You will be notified as your job approaches expiration and provided an opportunity to extend the posting.



WANT TO POST MORE JOBS?

Once your profile is created you can log-in 24 hours a day to manage and post jobs.

1. Log-in to your **Compass @CalArts account**. Make sure  **Home** is selected.
2. Click 'create job posting' under the 'jobs and internships' sub menu on the right.
3. Enter the information for the opportunity you want to create and click 'submit'.
4. See steps 5-9 above

For employer support contact

Lonnie Woods III (he/him/his)
Assistant Director, Career Connections + Development
Patty Disney Center for Life and Work @ CalArts

 lwoods@calarts.edu

 calarts.edu

SAMPLE JOB POSTING



PRODUCTION STAGE MANAGER

MUSE/IQUE [+ Follow](#)

Full Time

Position Type

Full Time

Description

MUSE/IQUE pioneers new musical experiences for people by creating curated live music events and outreach programs, all aimed at inspiring the creative spirit, engaging the community imagination, and fostering new generations of music lovers. MUSE/IQUE's events are a vital tool in celebrating and communicating what we do and why we do it. The Production Stage Manager is key to our success and requires a highly organized, creative, detail-oriented and motivated person to serve as an integral member of our production team.

Reporting to Director of Artistic Production

- Participates in the planning and production process for all events
- Creates and maintains a production schedule for each show
- Maintains contact information for each production
- Works closely with department heads to make decisions regarding stage layout, equipment rentals and other aspects of a production and ensure these are within the budget of the production
- Keeps stage and backstage areas organized and manages the backstage and onstage area during performances
- Creates stage plot drawings for all productions
- Supervises load-ins and load-outs (When the stage, lighting and sound are installed and removed from the space)
- Call performers for rehearsals and performances
- Maintain stage set-up, as well as any props or furniture during the run

JOB DESCRIPTION

write your company's mission and an overview of the role

JOB DUTIES

List essential job responsibilities in bullet point form

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SAMPLE JOB POSTING

Qualifications:

- Minimum 5 years of experience working on a stage and a strong working knowledge of music, theater or film production
- Demonstrated success developing and executing successful live music events
- Experience with non-profit programming preferred
- Exemplary verbal and written communication skills
- Insatiable curiosity, an adventurous spirit, an ability to lead a team to new discoveries

QUALIFICATIONS
list minimum
qualifications and skills

This is a full-time, benefit-eligible, exempt position. MUSE/IQUE is currently working a hybrid schedule with three in-person days a week in Pasadena. Schedule will include some nights and weekends.

Annual salary range is \$60,000-65,000, depending on experience.

MUSE/IQUE encourages applications from historically underrepresented populations including, but not limited to, BIPOC individuals, women, and people with disabilities. We are working to build a more diverse and inclusive workforce and environment in which everyone can thrive and flourish and where people can be themselves.

To submit your application, please email BOTH a resume and cover letter to employment@muse-ique.com with "Production Stage Manager" as the subject line. Any application missing either document will not be considered.

List compensation,
location, benefits,
application materials +
submission instructions

Location

Los Angeles, California United States

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