

**Redlands Symphony Association
Job Description
Concert Operations & Stage Manager**

JOB TITLE: Concert Operations & Stage Manager

REPORTS TO: President & CEO, Music Director

SUPERVISES: Stagehands and Concert Production Personnel as Needed

EMPLOYMENT STATUS: Non-Exempt, Part time

JOB SUMMARY: The Concert Operations & Stage Manager is responsible for ensuring that the production of all orchestra events (concerts, rehearsals, run-outs, special concert events, etc.) run smoothly, effectively, and in a safe and timely manner. The Concert Operations & Stage Manager also functions as a liaison between the orchestra, guest artists, stagehands, and the rest of the management of the Redlands Symphony Orchestra.

JOB DUTIES AND RESPONSIBILITIES

General Responsibilities

- Coordinate with the symphony office and the University of Redlands School of Music to ensure any rehearsal and performance spaces are properly scheduled and adequately equipped with all necessary equipment such as chairs, music stands, conductor's podium, any special stage lighting, stand lights, electrical outlets, extension cords, and any large instruments not supplied by the musicians (i.e., percussion & keyboard instruments, etc.).
- Coordinate ordering/reserving and delivery of instruments and equipment when needed.
- Obtain percussion list from principal percussionist.
- Obtain orchestra roster from the Orchestra Personnel Manager
- Work with the Music Director/Conductor on the stage seating design for the orchestra.
- Produce the orchestra seating map for each concert for approval by the MD
- Obtain parking passes for musicians from the symphony office and distribute to players.
- Schedule SOM student auditions with the Music Director/Conductor.
- Reserve rooms for student auditions with the Music Director/Conductor.
- Be prepared with first aid supplies for backstage if needed.
- Create the musician comp ticket roster and provide to the symphony office.
- Recruit, train and supervise stagehands.
- Schedule stagehands and audio tech for rehearsals and/or concerts.
- Collect, review and turn-in stagehand and audio tech timesheets for payroll.
- Coordinate professional piano tuner when necessary.
- Working with the Music Director, Players' Committee, orchestra members and administrative staff, coordinate auditions including room reservations.
- Be present for pre/post rehearsal and performance setup and tear-down.

- Make sure SOM instruments and/or equipment (if any are used) are returned to proper storage.
- Work with office staff on implementation and enforcement of COVID policies and procedures.

For Rehearsals

- Set-up risers, chairs, stand, podium, percussion, and tech when needed.
- Know how to operate the light board in Memorial Chapel.
- Obtain musician comp ticket sign-ups.
- Facilitate any changes in stage set-up between pieces.
- Tear-down equipment when necessary.
- Make sure concert hall is secure and free of debris before leaving.

For Concert Performances

- Set up risers, chairs, stands, podium, percussion, and tech when needed.
- Know how to use Chapel light board.
- Place music for conductor on the podium.
- Act as liaison between the Conductor, soloists, and front of house.
- Facilitate any changes to stage set-up between pieces.
- Tear-down and clear stage at the end of the performance and place in storage as required.
- Make sure concert hall is secure and free of debris before leaving.

TIME REQUIREMENTS

This is a part-time seasonal position, corresponding with the symphony's normal performance season (October – May). Some evenings and weekends required. Daytime hours required as needed for coordination with the symphony office. The estimated seasonal time commitment is 150 hours.

QUALIFICATIONS

- At least 1-year responsible experience as an orchestra stage manager and/or stagehand in a performance setting.
- Computer skills including Word and Excel.
- Well organized. Detail oriented.
- Able to work well with others including supervisory responsibilities.
- Punctual.
- Good communicator.
- Education, training and/or experience in music. General knowledge of classical music repertoire is important.

PHYSICAL REQUIREMENTS

Should be able to move about freely, move large and cumbersome items and lift at least 50 lbs. without risking personal harm.

COMPENSATION

Competitive based on experience and qualifications.

HOW TO APPLY

Send a letter of interest and resume, including three references, to Paul Ideker, President & CEO, Redlands Symphony Association, 112 E. Olive Ave., Suite C, Redlands, CA 92373. The letter and resume may also be emailed to paul.ideker@redlandssymphony.com. No telephone calls.

This position will remain available until filled.

The Redlands Symphony Association is an equal opportunity employer. The Association's (RSA) equity goal is to serve our mission of providing exceptional classical symphonic music programs that entertain and educate, while creating an artistic community that promotes equity, diversity, fairness, and equal access for everyone. The RSA does now and always has abhorred discrimination of any kind. By our policies and our programs, we strive to reflect the broad multicultural tradition of all who live in Redlands and our surrounding community.

The Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate based on race, color, religion, religious creed, sex, sexual orientation, national origin, ancestry, or age. The Association provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act.