



**Company:** Auburn Symphony, Auburn, CA

**Location:** Office: 985 Lincoln Way, Suite 102, Auburn, CA 95603,  
Primary Venue: Placer High School, Agard & Orange St., Auburn, CA 95603

**Job Description:** Stage Manager

**Job Status:** Part time, non-exempt. Hours determined annually based on concert schedule.

**Job Summary:** Provide support to musicians and Music Director for all rehearsals and concerts. Work with the staff at Placer High School for regular rehearsals and designated staff at concert venues for dress rehearsals and concerts to oversee and assist with complete stage set-up and tear-down.

**Work Schedule:** Regular rehearsals are most Tuesday evenings from late August through early May, and dress rehearsals are generally Friday evenings prior to concert weekends. There are usually 10 concerts per year, three are Saturday/Sunday (Masterworks I, II & III), the remainder are single days (Symphony & Art in the Park, Messiah Sing-along, Family Concert, the Season Finale). All concerts are at Placer High School except Symphony in the Park (School Park Preserve) and the Season Finale (Mondavi Center). An annual work calendar and schedule of dates & times will be provided, and may change depending on the season program. Proactive & cooperative communication with venue staff to coordinate spatial logistics & equipment borrowing is required. Lifting and moving of equipment such as chairs, music stands, conductor stand, percussion and any other necessary equipment including assisting with moving the keyboard and piano are required.

**Educational Requirements:** Any combination of educational background that provides skills to perform job duties and responsibilities successfully.

**Experience Requirements:** Prior stage management work desirable. Ability to spatially organize rehearsal and concert space, follow direction from Music Director and musicians as needed especially during concerts, and communicate well and coordinate activities with Placer High School tech staff as needed.

**Salary:** \$25.00 per hour. 240 hours estimated per season. Annual calendar with details will be provided by the Executive Director at the beginning of the Fiscal Year (July 1<sup>st</sup>). Pay will be received following a twice monthly pay schedule, based on activity in a given pay period.

**Job Duties and Responsibilities:**

- Band Room Rehearsals – Manage set-up and tear-down of equipment including chairs, music stands, conductor stand and percussion equipment. Liaise with Personnel Manager for set-up instructions weekly. Set-up and tear-down snack

station (food provided by musicians). Reserve parking spaces as needed. Storage of necessary items needed at PHS or privately.

- Auditorium Rehearsals and Concerts at Placer High School – Create “Run of Show” time sheet and riser configuration with input from the Music Director & Personnel Manager, liaise with Placer High School staff (Tech Staff & Music Director if needed) to set-up and tear-down all necessary stage equipment including shell walls, risers, chairs and stands and move all needed percussion instruments including keyboard to/from the band room & storage area. Coordinate with Production Assistant to:
  - move all needed equipment from the band room and storage areas and have the stage set-up in a timely manner.
  - Create & organize parking spaces as needed for large instruments, soloists & staff
  - Storage of various items as necessary at PHS or privately.
  - Water & ice purchase as required for musicians
- Symphony & Art in the Park – Oversee packing, transportation and set-up & tear-down of all equipment from Placer High School to & from School Park Preserve including chairs, stands, risers, percussion and shade structures for the tent. Coordinate with Production Assistant regarding stage set-up and parking concerns, and oversee assistance of outside groups engaged to help move the equipment.
- Season Finale at the Mondavi Center – Communicate stage set-up requirements with Mondavi staff in advance of concert, including riser configuration, percussion & piano needs, signage for dressing rooms and oversee stage set-up morning of concert. One required site visit to the Mondavi Center before the performance.
- Assist Production Assistant with green room lunch/beverages for breaks including set-up and clean-up of lunch, storage of water and other items such as a cooler, table and parking materials required, unless other arrangements are made.

**Key Working Relationships/Internal & External Relations:**

- Executive Director, Business Manager, Music Director, Personnel Manager and Placer High School & Mondavi Center Staff

**Reports to:** Executive Director, Anne Brown

**OPEN POSITION:** Posted June 28, 2023, **Start Date August 28, 2023**

**INTERESTED CANDIDATES EMAIL RESUME TO:**

Anne Brown, Executive Director  
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cell 530-320-7742