

## **The Colburn School Supervisor, Stage Management**

Located in the heart of downtown Los Angeles, the Colburn School is an internationally recognized leader in performing arts education and is part of the fabric of the Los Angeles cultural community. With a world-renowned faculty, Colburn trains local and international students in four different units: the Colburn Conservatory of Music, the Colburn Community School of Performing Arts (CSPA), the Colburn Music Academy and Colburn Dance, and is a leader in community engagement through its new Center on Innovation and Community Impact.

The Colburn School's mission is to provide the highest quality performing arts education at all levels of development in an optimal learning environment.

**Summary:** Supervises the Colburn School's stage management team. Ensures efficient and effective stage management duties are completed in rehearsal and performance halls and is responsible for the effective and efficient scheduling of stage management staff, production assistants and front of house staff to ensure proper staffing for events and daily work schedules.

### **Duties and Responsibilities:**

Supervise the stage management activities for rehearsal and performance spaces at the Colburn School.

Train stage management crew and production assistants on how to stage manage events, rehearsals and concerts.

Manage and attend the staging of concerts and performances, staged at the Colburn School concert halls and performance spaces and at offsite venues.

Provide a daily work schedule to Production Assistants, Stage Management Staff and work with House Manager to ensure all events are properly staffed.

Execute client walk-throughs alongside the Manager, Facilities Scheduling and Rentals with possible clients renting our facilities.

Coordinate and execute all stage needs at outside venues. Includes coordinating schedules, timeline, moving of equipment and pianos with the venues' contacts.

Assist Director of Production in preparing budget for Stage Management area that support the projected events calendar. Track approved budget and expenditures

Responsible for meeting Payroll deadlines, approving and submitting timesheets to payroll with proper coding.

Order and make equipment and furniture purchases for the department's needs based on approved budget.

Responsible for the overseeing of Production Department equipment inventory, storage, movement, and set-up in all concert and performance halls to include staging furniture, equipment, and pianos. Complies with fire life safety requirements.

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Responsible for ensuring the repair of any damages and/or non-working items in the rehearsal halls and performance hall facilities. This includes stage floors, all lighting and its fixtures, carpet and tile flooring, painting, audience seats, etc.

Responsible for all emergency evacuation efforts in concert and performance halls including backstage areas at the Colburn School and at offsite venues.

Performs other related duties as assigned.

## **Qualifications and Requirements**

Strong organizational skills, communication skills and excellent interpersonal skills. Ability to plan, service, and supervise a variety of meeting and commercial events; anticipate equipment and other needs for individual events; prepare effective reports and correspondence; identify potential problems and make necessary plans for corrective action; establish and maintain effective working relationships with faculty, staff, and the general public; supervise stage management crew and event crew; operate computer, telephone, fax machine, hand-held radio, calculator and copy.

Bachelors degree or equivalent experience required and a minimum of five years experience in theatre and stage management, performing arts management or in the event planning industry

Demonstrated ability to multi-task and work under pressure. Knowledge of principles and techniques of supervision, event planning, audio-visual systems, lighting systems and its equipment and other equipment and practices typical to the industry; public fire and safety regulations;

Microsoft Office, AutoCAD or similar computer-aided drafting software. Word processing, spreadsheet and industry related scheduling and reservation software programs.

Very important. Must be available to work a varied schedule to include nights and weekends, including unexpected schedule changes. Occasional travel required.

Position requires seated work, standing work, giving tours, working backstage, moving heavy equipment, computer work, and customer service contact via phone and in person. Lift and or move up to 50 pounds and able to move very heavy equipment and instruments, reach with arms, crawl, hear, and speak. Work is mainly performed in an indoor office setting with extended periods at a computer as well as standing for extended periods of time in performance halls that include stage and backstage areas and the entire campus. May occasionally work outdoors for outdoor events.

**Excellent salary and great benefits including medical, dental, life, LTD, 403(b) retirement plan free parking and more!**

Apply online at:

<https://colburn.simplehire.com>