



## **Stage and Equipment Manager – Position Description**

The Bozeman Symphony is looking for a part-time Stage and Equipment Manager. Each concert season the Symphony presents a repertoire of symphonic and choral music performed for the benefit of individuals, students, and musicians in south-central Montana. Performances and events include six subscription concerts (September – April), Symphonic Choir performances, world-class pianists in recital, Symphony at the Shane in Livingston, Montana, a free family concert in February, special fundraising events, and a strong desire to launch a summertime music festival. The Bozeman Symphony Orchestra and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence. Our future is dependent upon maintaining a skilled and motivated orchestra whose members bring symphonic music to life.

**General Summary:** The Stage and Equipment Manager is responsible for critical behind the scenes activities related to each of the Symphony’s performances with oversight given to stage and performance logistics. This oversight includes proper placement of equipment such as chairs, music stands, sound shields, conductor’s podium and risers, and the careful consideration and management of loading and unloading percussion instruments and other performance related equipment for each concert cycle. The Bozeman Symphony seeks to hire an independently motivated candidate who thrives in a collaborative and communicative workplace.

The Stage and Equipment Manager provides important logistical support to ensure the successful production of Bozeman Symphony rehearsals and concerts. This position reports to the Artistic Operations Manager and works directly with a team of individuals including the organization’s Music Director, musician members, Executive Director, volunteer recruits and production setup crew, the Willson Auditorium’s Technical Director and Bozeman School District staff and faculty members of the School of Music at Montana State University.

### **Breakdown of Duties and Responsibilities:**

#### ***Equipment Management***

- Supervise and assist with the moving and transport of equipment to concert sites.
- Ensure the safe transport of percussion and auxiliary equipment to and from concert venues.
- Supervise and assist crew with load-in and load-out of equipment at concert venues.
- Pick-up and return of U-Haul truck for equipment moves. The Equipment Manager is the only authorized driver of the U-Haul.
- Provide additional rehearsal set-ups as needed, arranging for crew when required.

### ***Stage Management***

- In communication and collaboration with the Artistic Operations Manager and venue staff, oversee concert set up and take down.
- Guarantee the proper number and placement of chairs, stands, risers, sound shields, stand lighting, and auxiliary equipment as needed.
- Assist the Artistic Operations Manager during rehearsals and concerts at the performance venue.
- Oversee all necessary stage changes during concerts.
- Ensure best possible working conditions for the Music Director, orchestra and choir members, and guest artists.

### ***Other Duties***

- Assist Artistic Operations Manager in related work as assigned, including the set up and break down of Bozeman Symphony auditions.
- Attend BSO staff meetings as assigned.

### **Minimum Qualifications**

- Excellent communication and motivational skills
- Excellent critical thinking, strategic planning, and problem-solving skills
- Organizational abilities and attention to detail
- Independently motivated
- Positive and professional demeanor
- Ability to adapt to changing work priorities
- Ability to work efficiently under pressure while maintaining a calm demeanor
- Ability to work flexible hours including evenings and weekends
- Ability to execute physical demands involving lifting up to 50 lbs
- Valid MT Driver's License and clean driving record

### **Preferred Qualifications**

- Background in music
- Knowledge of classical music production
- Knowledge of best practices for transporting musical equipment, including percussion instruments

**Compensation:** \$16.00-\$18.00/hour

*Payment occurs at the end of each concert cycle (i.e. all the rehearsals and performances for each concert program.)*

**Job Type:** Part-time, non-exempt, seasonal (mid-September to mid-April)

*There is potential for added summer season concerts and special events.*

**Employment Status:** The position of Stage and Equipment Manager will be hired as a part-time employee of the Bozeman Symphony Society.

**Dates of Service:** The regular season of the Bozeman Symphony Orchestra runs from mid-September to mid-April, with six subscription concerts and a free family concert. The Stage and Equipment Manager must be on duty for load in and load out at performance venues, as well as rehearsals and concerts in the performance venue. A preliminary Season Schedule will be provided to the Stage and Equipment Manager late spring of the prior season. The Artistic Operations Manager will remain in contact with schedule changes/additions and will communicate schedule changes with reasonable advance notice.

**To Apply:** Please submit cover letter, resume, and three professional references to [info@bozemansymphony.org](mailto:info@bozemansymphony.org). The position is open until filled. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*