



Stage Manager – Position Description

The Bozeman Symphony is looking for a part-time Stage 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 our *Classical* subscription series, *Bozeman Symphony Presents* subscription series—performances aimed at engaging and attracting new audiences, *Current Commotion*—an experimental music series that allows the Bozeman Symphony to be on the cutting edge of our industry, and a goal 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 Manager is responsible for critical “behind the scenes” activities related to each of the Symphony’s performances with oversight given to stage, equipment, 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 Stage Manager directly assists the Artistic Operations Manager and the Music Director during rehearsals and performances to ensure the “back of house” runs smoothly. This position reports to the Artistic Operations Manager and works directly with a team of individuals including the organization’s Music Director, musician members, General Manager, 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:

Concert Production and Planning

- Work closely with the Artistic Operations Manager and Music Director to participate in production planning related to each concert cycle
- Share information with the Artistic Operations team and discuss production issues related to concerts, including the preparation of stage plots, planning of stage changes, cue sheets, equipment pull sheets, and hiring additional crew members.
- Meet weekly or as needed with the Artistic Operations Manager.

Equipment Management

- Work with the Artistic Operations Manager to determine equipment lists related to each concert cycle.
- Recruit crew needed for equipment moves; supervise and assist with the moving and transport of equipment to concert sites; monitor condition and location of equipment.
- Pick up and return U-Haul truck for equipment moves. The Equipment Manager is the only authorized driver of the U-Haul.
- Ensure the safe transport of percussion and auxiliary equipment to and from concert venues.
- Maintain an inventory of production and moving supplies (instrument covers, straps, shims, electrical tape, etc.).

Stage Management

- In communication and collaboration with the Artistic Operations Manager and Willson Auditorium stage crew, oversee concert set up and takedown.
- Setup for rehearsals and concerts; 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 to execute on-site artistic activities that take place during rehearsals and concerts.
- Oversee all necessary stage changes during concerts.
- Ensures the best possible working conditions for the Music Director, orchestra and choir members, guest artists, and other guests.
- Arrive backstage early to check all preparations, informing appropriate personnel and Willson Auditorium stage technicians of any last-minute changes.

Minimum Requirements

- Excellent communication and motivational skills
- Organizational abilities and attention to detail
- Enjoy working with large ensembles and groups of performers
- Valid MT Driver's License and clean driving record
- Ability to work quickly under pressure while maintaining a calm demeanor
- Ability to execute physical demands involving lifting up to 50 lbs
- Strong desire to be a team player with a positive attitude that reflects professionalism to the public, staff, and musicians
- Attend meetings as necessary
- Background in music a plus

Preferred Requirements:

- Experience working or performing with a symphony orchestra.
- Experience with stage plot software.

Compensation: \$22/hour

Job Type: Part-time

Hours: Approx. 20 – 40 hours per production week, with an additional 10-15 hours per week outside of a concert cycle to ensure each concert series' proper planning and execution.

Dates of Service: The Bozeman Symphony has concert productions throughout the year and correlates to our regular classical subscription series, Bozeman Symphony Presents performances, performances with the Symphonic Choir, community collaborations, and additional series throughout the season such as Current Commotion and summer programming. The Stage and Equipment Manager must be on duty at all scheduled services. 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 updates and any additional requirements or requests.

To Apply: Please submit your cover letter and resume to employment@bozemansymphony.org. The position is open until filled, prioritizing materials submitted by February 28, 2022. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*