

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

Job Announcement

STAGE MANAGER

JOB DESCRIPTION

The Stage Manager serves as a liaison amongst the various individuals involved in a concert production, including the Music Director, Director of Artistic Planning, Operations Manager, soloists, musicians, and technical director, and ensures that all elements of the performance run effectively and in a professional manner in accordance with the Helena Symphony's mission, vision, and goals. The position oversees any contracted stage crew, and reports directly to the Operations Manager.

REQUIREMENTS

- * Attend all rehearsals and performances of the Helena Symphony Orchestra (and the Helena Symphony Chorale as needed) (approximately 2 weekends per month)
- * Develop a schedule for stage crew as needed along with requirements for each crew member
- * Determine with the Operations Manager, and mark stage placement of risers, chairs, piano, announcers, etc.
- * Prepare rehearsal and performance venue in advance
- * Oversee load in, strike, and load out of all rehearsal and performance venues.
- * If requested, attend production meetings.
- * Organize backstage, working with Hospitality Coordinator to ensure artists' dressing rooms are prepared.
- * Facilitate communication between Artistic Administration and venue technical staff as needed.
- * Deliver all pre-show and intermission time calls.
- * Call all cues during the concert productions including light, sound, subtitles, and deck cues, as needed.

QUALIFICATIONS

- * Demonstrates familiarity with the logistics of a concert production
- * Demonstrated ability to read music
- * Familiarity with the basic function of lighting and technical details
- * Works well with a team
- * Communicates clearly and effectively
- * Manages time efficiently
- * Demonstrates ability to multitask
- * Possesses physical stamina required to remain standing, walking, and moving for long periods of time
- * Exhibits knowledge of proper production safety procedures
- * Ability to handle stressful situations in a productive and calm manner

PHYSICAL QUALIFICATIONS

- * Must be able to repeatedly lift and carry up to 40 lbs. at a time.
- * Frequent stand/walk during delivery activities.

All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.

COMPENSATION & HOURS

The position is about 18-24 hours /month (.25 FTE), and hours are flexible. Nights and weekends are required. Salary: \$15 / hour.

HOW TO APPLY:

Please submit a detailed resume and letter of application to Operations Manager Scott Kall at patronservices@helenasympphony.org. Applications will be considered until the position is filled.