

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

JOB DESCRIPTION

POSITION: Stage Manager
REPORTS TO: Operations Manager & Director of Artistic Planning

The Stage Manager serves as a liaison for 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 and Director of Artistic Planning.

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 50 lbs. at a time.
- * Frequent stand/walk during delivery activities
- * Must possess a valid driver's license