



JOB DESCRIPTION

Position:

Production Crew Member

Department:

Production

Status:

Hourly; Part-time, non-exempt

Dates of Employment:

Primary dates of employment are from late-August to mid-June. Additional work may be available during the Summer. The 17-18 season starts August 29, 2017.

Reports to:

Production/Stage Manager ---Also receives direction from Operations Manager, Artistic Administrator, Orchestra Personnel Manager.

Compensation:

\$12.00/hr (Regular Crew Rate)

\$14.00/hr (Truck Driver Rate)

\$15.00/hr (Assistant Stage Manager Rate)

Professional Requirements

- At least 1 year of comparable experience at an similar organization.
- Ability to handle multiple tasks and problem solve
- Must be organized, detail oriented, and work well under pressure
- Able to work nights and weekends
- Ability to handle physical work including lifting objects of up to 50 lbs. on a regular basis and up to 100 lbs. on occasion
- Accepts instruction well
- Must have a valid driver's license and current insurance.
- Excellent interpersonal skills are essential.

Knowledge of technical systems (sound and lighting), basic knowledge of symphony staging, basic knowledge of audio/video technology

Description of Duties

Essential Responsibilities

1. Load/unload VSO Truck and load-in/load-out of venues to ensure all necessary equipment is at all orchestra services
2. Set up for all orchestra services, including but not limited to moving of instruments, chairs, music stands, risers, and/or platforms; ensuring that sufficient lighting, temperature, and safety issues are properly addressed
3. Ensure that musicians' needs are met at all orchestra services
4. Proactively anticipate all potential concerns and effectively problem solve before and during any given service
5. Drive VSO production truck(s), if eligible for Truck pay scale

Concert/Rehearsal Tasks

1. Set up VSO equipment and instruments for orchestra services per Production/Stage Manager.
2. Assure that all equipment requirements are met, including percussion instruments, piano(s), chairs & stands, lighting, audio & video, and front-of-house needs
3. Set-up and strike coffee and production road box at services as instructed
4. Inspect dressing rooms and restrooms for cleanliness and alert house staff if servicing is necessary
5. Attend scheduled orchestra services as required
6. Maintain stage and backstage appearance in accordance with VSO standards
7. Render assistance as needed to musicians, guest artists, and VSO staff
8. Strike VSO equipment and instruments after orchestra services
9. All other duties as assigned

Administrative Tasks

1. Sign in and out on the timesheet provided for each call worked
2. Production truck(s) drivers: keep an accurate drivers log including mileage, receipts, and gas card balance
3. Act as a liaison with vendors and local businesses as needed including collecting price quotes and invoices (and submitting to Production/Stage Manager), receiving deliveries, and representing the VSO in a positive way
4. Assist in maintaining paperwork on VSO production truck(s)
5. Communicate to Production/Stage Manager when supplies (including coffee) are low
6. Assist Production/Stage Manager with administrative tasks as needed

To Apply

Send resume and 3 references to Adam Robles (arobles@virginiasymphony.org).