



Position: Production Crew - Truck Driver

Department: Production

Reports to: Production Manager / Stage Manager

Status: Part-Time

Job Description

This role is vital to the Virginia Symphony Orchestra's success at both rehearsals and performances. Truck Drivers are responsible for driving the VSO Truck(s) to and from services, managing the loading and unloading of equipment, and identifying possible mechanical issues and maintenance needs.

This role is IN ADDITION to Production Crew responsibilities which will be compensated at the Production Crew rate*. The Production Crew is responsible for packing and unloading equipment, completing set-up and tear-down, preparing the venue for services, and participating in equipment maintenance. This position is labor intensive and requires leadership skills, a positive attitude and strong work ethic.

Department:

Production

Status:

Hourly; Part-time, non-exempt

Dates of Employment:

Primary dates of employment are from late August to late June. Limited work will be available during the Summer.

Reports to:

Production Manager / Stage Manager

Compensation:

\$18.00/hr (Truck Driver Rate)

\$16.00/hr (Production Crew Rate when not assigned as Truck Driver)*

Truck Crew Professional Requirements

1. A valid drivers license, current insurance and a clean driving record (Applicants will be required to submit a [DMV Report](#) for approval). A CDL license and proficiency in manual transmission is preferred, but not required
2. Punctuality and ownership of work responsibilities
3. Experience loading and transporting various sizes of equipment
4. Professionalism, dependability and composure while working under pressure in a fast-paced and high-standard environment
5. Ability to handle physical work, including lifting objects of up to 50 lbs. on a regular basis and up to 100 lbs. on occasion
6. Ability to handle multiple tasks and solve problems
7. Interest in symphony staging, carpentry and audio/video technology. Prior knowledge in at least one of these areas is preferred
8. Excellent interpersonal skills
9. Ability to work nights and weekends
10. Appreciation for the arts and dedication to the VSO's mission

Truck Crew Essential Responsibilities

1. Drive Truck to and from all scheduled locations
2. Lead the loading and unloading of equipment
3. Ensure necessary equipment is at all orchestra services
4. Maintain an accurate Driver's Log (located in Truck) including mileage and gas receipts.
5. Monitor Truck's gas gauge and fill up when under a *½ of a tank*
6. Maintain basic cleanliness of Trucks, taking out all trash upon arriving at destination; **NO SMOKING IS ALLOWED** inside either VSO Truck
7. Identify and alert the Production Manager of possible mechanical issues and maintenance needs
8. Drop off, pick up, and act as a liaison with repair shops for VSO Truck repairs
9. Act as a liaison with vendors and local businesses as needed, including receiving and delivering equipment, collecting price quotes and invoices (and submitting to Production Manager), and representing the VSO in a positive and professional manner
10. Act as Production Crew when not assigned as a driver (please see Production Crew responsibilities below)*

Administrative Tasks

1. Clock in and out of TimeWorksPlus with respective Project Codes and Locations provided by the Production Manager
2. Communicate to Production Manager/Stage Manager when supplies (i.e. coffee, gaff tape, spike tape) are low
3. Assist Production Manager with administrative tasks as needed

*Production Crew Essential Responsibilities

1. Pack and unpack VSO Truck(s) at the guidance of the Truck Driver
2. Ensure necessary equipment is at all orchestra services
3. Set up and strike all equipment to be used by the VSO such as percussion, piano(s), chairs & stands, lighting, and audio & video equipment per Production/Stage Manager instructions. This may include equipment set up in areas around the venue depending on the project
4. Ensure that lighting, temperature, and safety issues are properly addressed
5. Set-up and strike orchestra hospitality station and production road box at services as instructed
6. Maintain stage and backstage appearance in accordance with VSO standards, ensuring all safety hazards are identified and cleared
7. Proactively anticipate all potential concerns and effectively solve problems prior to musician and patron arrival
8. All other duties as assigned

Concert/Rehearsal Tasks

1. Follow Directions of the Production/Stage Manager
2. Be available, visible, and present for questions or concerns from VSO Musicians. NO PERSONAL USE OF CELL PHONES or HEADPHONES allowed from one hour before until one hour after services
3. Render assistance as needed for musicians, guest artists, and VSO Staff
4. Adhere to all Standby's and G-O's given by the Production/Stage Manager
5. Assist with repairing equipment failures
6. Inspect dressing rooms and restrooms for cleanliness and alert house staff if servicing is necessary
7. Proactively anticipate all potential concerns and effectively solve problems during any given service
8. Serve in additional production roles (such as Spot Operator and Audio Technician) when requested, as appropriate to one's skill set
9. Act as a liaison with vendors and local businesses as needed including collecting price quotes and invoices (and submitting to Production Manager), receiving deliveries, and representing the VSO in a positive and professional manner
10. All other duties as assigned

Administrative Tasks

4. Clock in and out of TimeWorksPlus with respective Project Codes and Locations provided by the Production Manager
5. Communicate to Production Manager/Stage Manager when supplies (i.e. coffee, gaff tape, spike tape) are low
6. Assist Production Manager with administrative tasks as needed

Required Attire

1. Load Ins/Outs/Gear Packs and Drops - Comfortable, yet professional, clothing. Closed toed shoes are *required*. Gloves are highly recommended.

2. Show Calls/Rehearsal Calls/Donor Events- Professional, black polo or button-up shirt, black slacks and black shoes. Athletic shoes are *not allowed*. Closed-toed shoes are *required*.

To Apply

Send a resume, two references and a copy of your [DMV Report](#) to Claire Ketsdever at: cketsdever@virginiasymphony.org

VSO Statement on Attracting Candidates from All Backgrounds: Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.