



Position: Stage Manager
Department: Production
Reports to: Production Manager
Status: Part-Time

Job Description

This role is vital to the Virginia Symphony Orchestra's success at rehearsals, soundchecks and performances. The Stage Manager is responsible for communicating with musicians, vendors, venue staff and crew, leading set up and tear down, and completing stage changes and cue calls. This position requires attention to detail, willingness to serve, responsiveness, professionalism, dependability and composure in a fast-paced and high-standard environment.

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

Compensation:
\$18.00/hr (Stage Manager Rate)
\$16.00/hr (Production Crew Rate when not assigned as Stage Manager)*

Stage Manager Professional Requirements

1. Knowledge of symphony staging, carpentry and audio/video technology
2. Experience acting as a Stage Manager in either orchestra, theater or ballet is preferred. Prior knowledge in at least one of these areas is required
3. Very strong leadership skills
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 problem solve
7. Excellent interpersonal skills
8. Ability to work nights and weekends
9. Appreciation for the arts and dedication to the VSO's mission

Stage Manager Essential Responsibilities

1. Lead and assist house crew and VSO Crew in completing set-up and tear-down at Rehearsals/Performances
2. Ensure necessary equipment is at all orchestra services
3. Communicate with Conductor and Guest Artist(s) to ensure their staging and equipment requirements are met
4. Ensure stage safety including safe cabling (gaffing) and repairing damaged or faulty equipment
5. Liaison with venues for any lighting, temperature, audio or staging adjustments
6. Pack and unpack VSO Truck(s) at the guidance of the Truck Driver
7. Set up and strike all equipment to be used by the VSO, such as percussion, piano(s), chairs & stands, lights, and audio & video equipment per Production Manager instructions. This may include equipment set up in areas around the venue depending on the project
8. Maintain stage and backstage appearance in accordance with VSO standards
9. Proactively anticipate all potential concerns and effectively solve problems before any given service
10. Act as Production Crew when not assigned as Stage Manager (please see Production Crew responsibilities below)*
11. All other duties as assigned

Concert/Rehearsal Tasks

1. Call Shows and Rehearsals as needed (Standby..., ...G-O's: Light Cues, Audio Cues, Artist(s) Entrances, Doors)
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. Read VOG
5. Oversee and Lead Stage Changes

6. Be ready and able to act in the event of an emergency
7. Repair equipment failures such as, chairs, stands, risers, stand lights, etc.
8. Assist the Operations Manager and Personnel Manager as necessary

Administrative Tasks

1. Clock in and out of TimeWorksPlus with respective Project Codes and Locations provided by the Production Manager
2. Complete and submit Stage Manager reports to the Production Manager for all rehearsals and performances
3. Monitor and stock (with approval by Production Manager) hospitality and supplies for traveling production road box (i.e. coffee, gaff tape, spike tape)
4. 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

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

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 and two references 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.