

# CHAMBER ORCHESTRA OF THE SPRINGS

## Stage Manager

Posted 10/22/2021

This job entails the physical aspects of the rehearsal/concert spaces where the orchestra is performing. Currently, the facilities involved with this position are First Christian Church, Broadmoor Community Church and First United Methodist Church. Other facilities may be involved for Orchestra for Hire projects or future concert series. Security of our partner facilities is an utmost priority, in addition to the integrity of the orchestra's property. The stage manager will report to the Orchestra Manager and coordinate with the Personnel Manager and Music Director as needed.

**NOTE: This position requires physical labor and the ability to lift and/or move heavy objects.**

### Overview of responsibilities:

Providing safe logistics for stage and backstage. Setup, teardown, load-ins, load-outs. Keeping keys and codes for multiple venues. Coordinating with Directors of Music, Orchestra, and Personnel; stage assistants, recording engineers, guest artists, lecturers, venues, and partner orgs. Procuring, maintaining, and storing orchestra equipment. Implementing social distancing and extra sanitization protocols in response to Covid.

More specific responsibilities include:

- Unlock the building at least 60 minutes prior to the rehearsal/concert and secure it at the end of the rehearsal/concert, typically up to 30 minutes after. Maintain secure possession of property keys.
- Communicate with Orchestra Manager and Personnel Manager 24 hours in advance if unable to unlock/secure buildings and coordinate secure transfer of keys/codes.
- Set up and tear down of the rehearsal and concert space, following instructions from church for the use of the space and following the orchestration requirements as provided by the Personnel Manager and/or Music Director. Set up includes setting chairs per orchestration, setting podium, setting Music Director chair if needed, running extension cords and making lights available to musicians. At this time, musicians supply their own stands.
- For concerts only - Obtain music from conductor to place on stand before concert and at intermission. Remove conductor stand if requested. Place stands and music for guest artists if required. Ensure a working microphone is available for conductor.
- Enlisted volunteers from the orchestra, staff, board or volunteer corps to assist with set up and tear down process as needed.
- Check in with the principal percussionist, harp (if applicable), harpsichord (if applicable) to assist with moving equipment that is needed for each concert or rehearsal into the space safely.
- Check in with audio and video engineer(s) on set up in the space with regards to equipment and safety.
- Store and transport orchestra property including podium, conductor's chair, lights and extension cords. Maintain an inventory of such property to ensure that it is all returned by musicians after each use. Notify Orchestra Manager or Personnel Manager if property is missing, in need of repair or in need of replacement parts.
- Coordinate piano tuning if needed per orchestration.
- Consult with the Music Director and Personnel Manager for any special set up needs including special needs with regards to guest artists.
- Engage in advance planning to accommodate needs of audience and/or personnel as it relates to the Americans with Disabilities Act for our audience, musicians, and others.
- Due to the nature of the position, the stage manager is not required to stay during rehearsals and only needs to be available at the opening and closing times. However, the stage manager should be available during the entirety of concert for items detailed above. Black dress is required for concerts.

Potential assistance as time permits:

- Setting up the orchestra space is the priority for concert weekends. If time permits only, the stage manager may be asked to assist with pre-concert lecture set up and box office set up.
- Compensation is \$300 per concert series (currently 4 rehearsal dates, 2 concert dates).