



JOB DESCRIPTION – ASSISTANT STAGE MANAGER

DEPARTMENT Artistic Operations - Production
REPORTS TO Production and Stage Manager
POSITION TYPE Non-Exempt
SUPERVISES Stagehands/part-time labor, outside vendors

Position Summary

The Assistant Stage Manager oversees the technical, production and stage management details for all orchestra events and ensures these details are planned in advance and executed on-site as assigned by the Production and Stage Manager.

Job Duties and Responsibilities

CONCERT PRODUCTION PLANNING AND MANAGEMENT

- Responsible for the execution of technical, production and stage management details for all assigned events including set-up/strike and concert management (i.e. show calls/the management of stage moves).
- Working with the Production and Stage Manager, determine the equipment and instrument requirements for all events and ensure these items are secured and set up for use for each service.
- Ensures the physical work environment for orchestra is safe, conducive to music-making and in compliance with the Master Agreement.
- Administer concert production and stage activities of the orchestra as assigned. Duties to include but not limited to equipment rental, creation of stage plots, management of venue parking, scheduling and execution of load-in/load-out, stage set-up, lighting, sound, orchestra shell placement, orchestra risers, truck rentals, scheduling of crew calls, as well as stage management.
- Participate in concert duty rotation ensuring concerts run on time and all front-of-house production elements are set. Arrive backstage early to check all preparations, inform orchestra personnel or stage technicians of any last-minute changes and determine actual start time of concert(s).
- Ensure availability of backstage area(s) for safe and secure placement of all equipment and cases.
- Responsible for the safe transport and storage of symphony equipment.
- Schedules truck rental, keyboard tuning and required equipment and instrument maintenance as assigned.
- Ensure orchestra/guest artist dressing rooms and warm-up areas are available and in good condition.
- Assist as required in executing on-site artist logistics and hospitality during rehearsals and concerts.

LEADERSHIP:

- Develop and maintains positive relationships with orchestra, venue staff, and vendors.

- Ensure that the needs of conductors, artists, orchestra musicians and guest artists are met and communicated to staff members as needed.
- Supervises additional part-time labor, IATSE stagehands and outside vendor labor as assigned.

GENERAL DUTIES

- Ensure safety is a priority in performing all job responsibilities.
- Ensure compliance with the AFM and IATSE collective bargaining agreements.
- Must be responsible, organize effectively, and work independently.
- Assure that a positive image of the orchestra is portrayed at all times.

OTHER DUTIES

- Learn the Master Agreement between the AFM and Symphony Association.
- Complete equipment inventory annually.
- Restore, repair and maintain equipment throughout the year.
- Ensure best possible physical working conditions for the orchestra in all situations.
- General carpentry.
- Other duties as assigned or apparent.

QUALIFICATIONS

- Three to five years of experience in concert production or stage management is required; experience with symphony orchestra collective bargaining agreements is strongly preferred. Knowledge of orchestral repertoire is an asset.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Strong organizational skills and attention to detail with a high degree of accuracy are essential.
- Ability to meet deadlines, often under pressure.
- Must be able to work evenings and weekends.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Excellent driving record and hold a valid Arizona driver's license.