PEORIA SYMPHONY ORCHESTRA

George Stelluto • Music Director

Stage Manager

Part-time position

Play a "behind-the-scenes" part in the success of Peoria Symphony Orchestra concerts

Part-time position
8-10 concerts/events per season
Approximately one event or concert per month September through June

Job Summary: The Stage Manager has primary responsibility for coordinating and arranging physical and logistical elements of performances and rehearsals of the Peoria Symphony Orchestra.

Duties may include but are not limited to:

- Work closely with the PSO Music Director to determine concert needs.
- Along with the Artistic Operations Coordinator, determine stage needs for all rehearsals and performances and communicate with venue personnel, including event and theatre managers, stagehands, lighting and sound technicians. Attend production meetings in advance of the event regarding specific needs.
- Work all rehearsals and concerts; responsible for transportation, set up and break down of equipment needed for rehearsals and concerts.
- Supervise stagehand(s) to be employed by the PSO as needed and authorized.
- Coordinate storage and maintenance of Peoria Symphony equipment and instrument inventory and coordinate transportation of equipment and instruments as needed. Arrange for borrowing or rental of needed equipment and instruments.

TO APPLY: Send letter of application and resume to employment @peoriasymphony.org by November 14, 2018.

The Peoria Symphony Orchestra is an Equal Opportunity Employer

Peoria Symphony Orchestra Stage Manager
Part-time position
8-10 concerts/events per season- Approximately one concert per month September through May

Job Summary: The Stage Manager has primary responsibility for coordinating and arranging physical and logistical elements of performances and rehearsals of the Peoria Symphony Orchestra.

Duties: Subject to change, duties may include but are not limited to:

- In consultation with the Artistic Operations Manager and the Music Direction determine the set up needs for each rehearsal, concert and then accomplish the setup as determined.
- Responsible for ensuring the physical and safety conditions for optimal performances by the musicians and guest artists.
- Supervise and engage stagehand(s) to be employed by the PSO as needed and authorized.
- Coordinate storage and maintenance of Peoria Symphony equipment and instrument inventory.
- Coordinate rental of truck and transportation of equipment and instruments as needed.
- Arrange for borrowing or rental of needed equipment and instruments.

Stage set-up/Conductor/Musician/Artist/Concert needs

- Attend meetings as part of the Operations team with venues prior to concerts.
- Physically set up and break down all equipment for rehearsals and performances.
- Ensure proper physical rehearsal and performance comfort including lighting, ventilation, temperature, seats/ seating, and safety arrangements.
- Arrange with facilities for backstage amenities including restroom facilities, and secure space for instrument cases, and personal belongings.
- Ensure appropriate safety measures are in place prior to the start of rehearsals or performances including riser safety rails, handrails, steps, and sound shields as appropriate to venue.
- Responsible for the physical and logistical needs of the Music Director and guest soloists or groups both at rehearsals and performances including dressing rooms, special needs as requested or negotiated by artists.
- Consult with Artistic Operations Coordinator or other assigned personnel to determine start of concert.
- Give the OK to open the house after ensuring musicians, conductor and soloists are in place and sound and lighting checks have been completed.
- Coordinate entrances of concertmaster, conductor, guest artists as needed
- Other duties as assigned

Requirements:

- Experience working backstage
- Knowledge of and/or willingness to learn about orchestra music as an art form
- Must be able to lift and carry up to 50 pounds when transporting and setting equipment.
- A valid driver's license and a safe driving record. Will need to rent and drive truck to transport equipment.
- Must present a professional appearance when on stage.

10/2018