



Position:	<u>Stage Manager</u>
Employment Type:	Exempt
Department:	Artistic Operations
Salary Range:	\$72,000-\$77,000 per year
Reports To:	Senior Director of Production

ABOUT THE ROLE:

The Stage Manager is responsible for running rehearsals and performances and executing production needs for Pacific Symphony at the Renee and Henry Segerstrom Concert Hall, Great Park Live, Soka Performing Arts Center, and all other venues in which the Symphony performs.

PRIMARY RESPONSIBILITIES:

- Work with Senior Director of Production in determining needs for all services of the orchestra, including audio, lighting, stage plots, scenic elements, instrument needs (percussion, pianos, etc.), and any other production and technical needs as required.
- Work closely with the production and technical personnel of each venue the Symphony performs and communicate the needed production and technical requirements of the orchestra.
- Stage Manager for all assigned services to include Classics, Pops, Summer, Symphony in the Cities, Soka, Family, Youth, Pacific Symphony Youth Ensembles, Organ, Café Ludwig, education and community engagement events, and other added services as they occur throughout the season.
- Execute mobile stage performance series (Symphony on the Go) with other assigned staff, in rotation.
- Liaise with Symphony musicians to resolve issues, fulfill onstage requests, and communicate information on behalf of the Operations department.
- Hire and manage casual labor crews as needed.
- Coordinate truck rentals and schedule personnel for truck loads and unloads.
- Provide soloist and/or orchestra hospitality, including cleaning towels and providing water for guest artists and conductor as needed.
- Work with Senior Director of Production to determine load-ins, load-outs, set-ups, rehearsals, and concerts.
- Contact vendors to obtain quotes and coordinate delivery for needed gear, services, and personnel, as directed.
- Troubleshoot Pacific Symphony equipment difficulties and arrange for repairs as needed.
- Assist with Pacific Symphony warehouse organization and maintenance.
- Assist the Pacific Symphony percussion section with set-ups and tear-downs and carry harps on stage, as needed.



- Assist the Senior Director of Production with additional tasks as requested.
- This position is Exempt. Hours vary each week as determined by the concert season; Much of this position's work is done in the evenings and on the weekends.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EXPERIENCE AND QUALIFICATIONS:

- At least 3 years of orchestral stage management experience
- A passion for classical music and the performing arts.
- A working knowledge of stage lighting, audio, and video.
- Knowledge of orchestral instruments (i.e. percussion) and the ability to read music strongly preferred.
- Thrives a fast-paced, creative environment serving conductors, musicians, and stage personnel.
- Solid customer-service skills with ability to work with many kinds of personalities.
- The ability to communicate in a calm, clear, and professional manner under pressure.
- Quick thinking and problem-solving skills.
- Strong organizational skills with the ability to manage own time efficiently.
- The willingness to work long hours on feet (often outdoors)
- The physical ability to load cases (at least 50 pounds) on and off of trucks as needed, occasionally alone.
- Must be a team player with the willingness to jump in and help colleagues.
- An ability to maintain a professional attitude when the going gets tough.
- The ability/willingness to learn to drive trucks up to 26ft.

COMPENSATION:

Pacific Symphony offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program, complimentary tickets.

TO APPLY:

- Email your resume, cover letter and salary requirements no later than April 26, 2024, to **Will Hunter - Whunter@pacificsymphony.org**
- Please begin your subject line with the words "Stage Manager"
- No phone calls please



ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsyte. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Philharmonic, Chicago Symphony, and New York Philharmonic.

Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Pacific Symphony is commencing on a music director search to succeed Carl St.Clair who has recently celebrated 35 years as music director and will eventually hold the title of Music Director Laureate when a new music director is appointed. The Symphony also announced the appointment of Enrico Lopez-Yañez as Principal Pops Conductor commencing in the 2023-24 season.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political beliefs, (dis)ability, age, sex, gender identity, sexual orientation, protected veteran status, or any factor protected by law.