



JOB POSTING: ASSISTANT STAGE MANAGER

Position: Assistant Stage Manager
Department: Operations
FLSA Grade: Non-Exempt
Status: Part-time, seasonal (approximately 15 - 25 hours weekly)
Reports To: Stage Manager and Director of Operations

Statement of Job:

The Assistant Stage Manager works with the Stage Manager in implementing all of the day-to-day physical operation requirements of the Charlotte Symphony including stage set-ups and strikes and the moving, acquisition, storage and maintenance of orchestra equipment. In the absence of the Stage Manager, he/she will be available to manage the stage during rehearsals and performances, including calling of the show as required. Assists in the execution of projects and special events as determined by the Stage Manager and/or the Director of Operations. This is a part-time, seasonal, non-union position.

Essential Functions:

Rehearsal & Performance

- Assists the Stage Manager in the set-up of the orchestra according to the orchestra instrumentation, the daily schedule and other production factors.
 - Arrives at the concert site no later than 45 minutes prior to the scheduled start of the service to assist the Stage Manager in insuring that the stage is ready for the arrival of musicians and the rehearsal/performance.
 - Assists the Stage Manager in insuring that setup requirements for all rehearsals and performances are complete at least 30 minutes prior to scheduled start time.
- In the absence of the Stage Manager, oversees stage operations for all performances, calling the sequence of each performance, insuring that concerts start on time and run smoothly.

Transportation/Loading

- Loads and unloads the equipment truck, as required, for rehearsal and performance set-ups.
- Is responsible for the moving, storage, inventory and maintenance of all Symphony-owned equipment as assigned. Transports other equipment as assigned.
- Drives the 24' equipment truck as needed.

Non-Essential Functions:

- Performs other duties as assigned by the Stage Manager or Director of Operations.

Requirements:

- High school degree or GED required. Associate's degree (AA) or equivalent from two-year college or technical school is preferred.
- Valid NC driver's license (good driving record required)
- Ability to safely operate and drive CSO equipment truck
- Ability to lift and safely move orchestra and stage equipment (see additional information on physical demands below).
- Ability to work effectively and diplomatically with diverse personalities.
- Acute safety consciousness and alert, quick reactions necessary to handle unexpected and potentially hazardous situations.
- Good communication and organizational skills.
- Possess basic computer proficiencies including Microsoft Office and other similar software programs.
- Demonstrated ability to represent the Charlotte Symphony in a professional manner.
- Ability to work flexible schedule (split shifts) including early mornings, late evenings, weekends, and holidays.
- Familiarity with orchestral instruments and performance environment

Physical Demands:

While performing the duties of this job, the employee is required to stand regularly; walk regularly; sit regularly; run regularly; use hands to finger, handle, or feel regularly; reach with hands and arms regularly; climb or balance frequently; stoop, kneel, crouch, or crawl regularly; talk or hear regularly. The employee must occasionally lift weight and / or exerts force up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee may be exposed to wet or humid conditions (non-weather) occasionally; work near moving mechanical parts regularly; may work in high, precarious places occasionally; odors, fumes or airborne particles regularly; outdoor weather conditions occasionally; vibration frequently. The noise level in the work environment is usually loud.

To apply:

Qualified candidates can submit their letter of interest, resume, and at least three professional references by email, with the subject line "Assistant Stage Manager" to email address employment@charlottesymphony.org.

Applications accepted by email only. For consideration, all letters of interests must be received by **8/10/2016**.

No telephone calls / No agency resumes accepted. EOE M/F/V/D