



450 South Salina Street, Suite 100
Syracuse, NY 13202
315.299.5598
SyracuseOrchestra.org

POSITION ANNOUNCEMENT: The Syracuse Orchestra Stage Manager

REPORTS TO: Orchestra Manager

STATUS: Full-time, non-exempt, 43 week position. Overtime will sometimes be required, with a supervisor's approval. Salary: \$725/week for a minimum of 43 weeks per year. Working weeks coincide with the orchestra's rehearsal and performance schedule. This position is eligible for employer-paid individual health benefits (optional employee paid vision/dental/family health available).

JOB SUMMARY:

The The Syracuse Orchestra Stage Manager is responsible for the physical setup of the orchestra and ensembles. This position includes responsibility for the physical operation of the professional orchestra during its 35- week winter season, the 2- or 3-week summer concert series in July, and other presentations by The Syracuse Orchestra including staging, set-up and strike, the physical stage conditions, moving, storage and maintenance of all orchestra equipment for all services in multiple venues. The candidate will help to implement procedures for timely and effective performance-related tasks and be responsible for the preparation and appearance of the stage for performances and the execution of services as determined by the Orchestra Manager and/or Conductor. This position includes working evenings and most weekends during the The Syracuse Orchestra concert season (September – May). Personal leave or personal time off is rarely granted during the winter or summer performance season.

WORKING CONDITIONS:

Hours: The Syracuse Orchestra produces several series of concerts by season, with each set consisting of performances at a variety of local and regional venues. Concerts are typically scheduled for Saturday evenings and Sunday afternoons. Rehearsals are often scheduled during weekdays, sometimes during regular business hours and sometimes in the evenings. The orchestra performs run-out concerts (out- of-town or out-of-county), and these events require lengthened call times that vary depending on the location of the event. Concerts are not always scheduled on consecutive weeks, so there are dark paid weeks every month.

Physical Demands: The Stage Manager will have to lift supplies, materials and equipment, and push instrument cases and equipment on wheels. This person may also need to stand for long periods of time while preparing and running concert events.

DUTIES AND RESPONSIBILITIES

- Oversee the set-up and arrange the professional orchestra -- chairs, music stands, percussion, large instruments, and other equipment – as assigned. This may include set changes for/during concerts. It also includes providing the best possible working conditions for professional musicians on and off stage and assisting our staff in anticipating logistical problems.

- Point person to address professional musician working condition concerns, such as temperature, lighting, or safety; effectively problem solve well in advance of any given service, in order that potential problems may be averted.
- Work with IATSE stagehands at union venues, and oversee and manage The Syracuse Orchestra stage hands at various locations.
- Implement stage logistics in all venues, including load in/load out as scheduled.
- Load, unload, and drive the equipment truck at concerts and at the conclusion of the set or event, and transport and repack all equipment for services as assigned.
- Maintain inventory of all The Syracuse Orchestra equipment, making periodic checks on conditions and performing minor repairs or arranging necessary repairs if needed as assigned.
- Maintain optimal condition of all equipment whether owned or rented.
- Ensure the professional appearance of the orchestra on stage.
- Assist with scheduling and maintaining the orchestra's venues, including scheduling, maintenance, and cleaning, as needed.
- Other duties as required by the Orchestra Manager and other The Syracuse Orchestra staff as needed.

QUALIFICATIONS AND SKILLS:

- A valid NY State driver's license and a clean driving record are required and the ability to drive a 16' and 26' box truck are required. A CDL class B license is preferred.
- A minimum of 1 year of orchestra or theater stage experience is preferred.
- Working knowledge of orchestral instruments, percussion instruments, and orchestral seating conventions helpful.
- Ability to lift, carry and move up to 50 lbs.
- Effective interpersonal and problem-solving skills.
- Ability to multitask well in a deadline-oriented environment.
- Ability to work evenings and weekends.
- Enthusiasm about working with professional musicians.
- Basic computer knowledge is helpful, including ability to work in customer relationship management software.
- The ability to work as part of a team with other The Syracuse Orchestra staff.
- Previous experience with performing arts operations is desirable but not required.

HOW TO APPLY:

Please send a one page cover letter, resume, and references to:

Jon Garland
 Director of Operations
 The Syracuse Orchestra
 JGarland@SyracuseOrchestra.org