



**Job Title: Stage Manager**

Reports to: Executive Director

Job Description

The stage manager takes responsibility for staging requirements, including technical elements and physical conditions, for all sponsored events in multiple venues. This position also supervises stagehands when needed and has contact with musicians, guest artists, orchestral and technical staff.

Duties

- Set-up and arrange the orchestra including chairs, music stands, large instruments, and other equipment for all performances and fundraisers. This includes set changes for concerts, providing the best possible working conditions for musicians on and off stage, and managing logistical problems.
- Anticipate musician working condition concerns, such as temperature, lighting or safety; and effectively problem solve well in advance of any given service, in order that potential problems may be averted.
- Assist with planning and coordination of stage logistics in all venues, including load in/load out schedules.
- Assist production staff in all concert production activities as assigned, including operation of lighting and sound equipment when no local stage crew is available.
- Load and unload equipment at concerts and at the conclusion of the set or event, and transfer stage equipment for all services.
- Maintain offstage environment during rehearsals and concerts to ensure safety and security.
- Set-up refreshments for musicians at rehearsals and concerts.

Qualifications

- Minimum 2 years of orchestra stage experience preferred
- Working knowledge of orchestral instruments and orchestral seating conventions
- Knowledge of rudimentary lighting and audio equipment and their operation
- Ability to lift, carry and move up to 50 lbs.
- Valid Virginia driver's license and good driving record
- Effective interpersonal problem solving and ability to see potential problems and plan effectively to avoid them.
- Ability to multitask well in a deadline-oriented environment
- Ability to work evenings and weekends

Physical Demands – The Stage Manager will have to lift supplies, materials and equipment of up to 50 lbs. This person may also need to stand for long periods of time while preparing concert events.

Dress – All black attire is required for concerts.

Interested candidates should send a resume to [info@williamsburgsymphony.org](mailto:info@williamsburgsymphony.org) for consideration.

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