

Waco Symphony Association, Inc.
Concert Operations and Stage Manager
Job Description
August 2023

JOB TITLE: Concert Operations and Stage Manager

REPORTS TO: Executive Director

JOB SUMMARY: The Concert Operations and Stage Manager reports to and works with the Executive Director in the planning and implementation of concerts. This includes being responsible for ensuring that the production of all orchestra services (concerts and rehearsals) runs safely, smoothly and efficiently. The Concert Operations and Stage Manager also works with the Orchestra Librarian, Personnel Manager, Music Director/Conductor, and Director of Waco Hall to ensure the production meets the artistic requirements of each program. The Waco Symphony Orchestra performs primarily at Waco Hall on the campus of Baylor University.

QUALIFICATIONS:

- Experience working in the performance industry and familiarity with orchestral production
- Professional appearance and decorum
- Able to work well with others under pressure and in a variety of settings
- Reliability, strong organizational skills, and effective communication skills
- Valid Texas Driver's License
- Ability to lift up to 40 lbs
- Ability to work flexible and weekend hours

EDUCATION AND EXPERIENCE:

- Stage manager experience required
- Musical ensemble experience as performer or manager preferred
- Knowledge of classical music repertoire preferred
- Bachelor's Degree preferred
- Basic audio and lighting knowledge preferred and willingness to learn as needed

JOB DUTIES & RESPONSIBILITIES:

General duties and expectations:

- Attends all rehearsals and performances
- Assesses stage and equipment needs for all concerts according to concert repertoire and musician needs and communicates stage plan in timely manner to Waco Hall

- Orders and arranges for supplemental equipment if not already provided by WSO and Waco Hall (i.e. rent percussion, sound equipment as dictated by tech riders for Pops concerts)
- Arrives minimum one hour prior to rehearsals and concerts
- Occasionally responsible for transportation of orchestra-related equipment to and from concert venues, as well as load-in and load-out
- Interviews, hires, and oversees a few assistants or student workers
- Manages stage crew and supervises load-in, set up, and load-out activities
- Works in collaboration with the technical crew to satisfy the staging and equipment requirements for each rehearsal and performance
- Responsible for concert stage appearance and equipment adjustments and changes during rehearsals and performances
- Responsible for setting video camera and starting/stopping recording if needed
- Ensures that soloist/guest artist's rider requirements are fulfilled
- Assists percussionists in placing instruments as requested
- Remains available backstage and actively listens to rehearsals and performances in order to assist with set changes, musician requests, etc.
- Willingness to manage future concerts outside of the season concerts
- Ensures that WSO equipment and instruments housed at Waco Hall are secured after each rehearsal/concert

REHEARSAL DUTIES

Prior to first rehearsal of each concert cycle:

- In coordination with Music Director, Executive Director, and Personnel Manager creates stage plot and "run of show" sheet and submits to Waco Hall team by agreed-upon deadline
- Obtains orchestra roster from Personnel Manager and percussion list from Principal percussionist
- Assists with and manages team responsible for setting stage and changes batteries in stand lights
- Checks to ensure stage is set according to WSO stage plot

Prior to each rehearsal

- Checks temperature in the hall to ensure it is within the range specified by the union in the Master Agreement. If it is not, works with Waco Hall Director to change it.
- Checks dressing rooms and stage for anything out of order. Reports problems to Waco Hall Director / staff.
- Handles any special requests from Music Director from prior rehearsal
- Is on-call to bring guest artist(s) from hotel or assist with entry to Waco Hall if needed

At rehearsal

- Is present throughout to handle any unexpected issues or stage needs and adjustments
- Assists with stage resets as needed between works for piano and other soloists
- Brings guest artists from dressing room to stage at scheduled time
- Is on-call to bring guest artist(s) from hotel if needed
- Reports any emergencies immediately to Waco Hall Director and WSO Executive Director via text or telephone

CONCERT DUTIES

Prior to each concert

- Sets out personalized parking signs for upper-level donors and sponsors
- Ensures venue / AV equipment for Opening Notes pre-concert talk are set according to leader's needs
- Supplies artist and conductor dressing rooms with concert programs, snacks, water, and any other items required in artist contract riders (coordinating details with Executive Director and Hospitality Committee)
- Checks all dressing rooms and restrooms for cleanliness. Report any needs to Waco Hall Director.
- Checks stage for trash and discards appropriately
- Brings conductor scores to podium as requested

At concert

- Checks with front of house to see that the lobby is clear of patrons prior to starting show and communicates with key staff to start concert in timely manner
- Calls show to sound and light technicians. Brings speakers, concertmaster, conductor, and guest artists to stage at scheduled time.
- Cues lighting, performance entrances and stage changes at each performance
- If needed, works sound board for added components, such as hosts or narrators
- Assists with stage resets as needed between works for piano and other soloists
- Assists librarian by picking up music after concert, if needed

After concerts

- Works with Waco Hall staff to strike stage
- Secures WSO equipment and select instruments in locked storage
- Clears stage of any trash
- Removes and stores personalized parking signs for donors

WORK HOURS/COMPENSATION

The Concert Operations and Stage Manager is an independent contractor to be paid \$800 for each concert cycle as listed below. Additional work for auditions or other services as needed at \$35/hr. Total anticipated compensation for the 2023-24 Season around \$5,500.

TIME REQUIREMENTS

This is a part-time / seasonal position, corresponding with the symphony's concert season. Some evenings and weekends required. Flexible daytime hours required as needed for coordination with key staff.

HOW TO APPLY

To apply please send a resume to the Executive Director before September 15 by email to ED@wacosymphony.com. Executive Director will follow up with candidates if selected for an interview. No calls please. Position is open until filled. **Work will begin on or around October 1, 2023** with some on-site training possible during the first concert cycle.

2023–2024 Schedule of Services

October 2023 concert cycle with Lawrence Loh, Music Director finalist conducting

Sunday, October 1, 7:00-9:30 p.m. rehearsal, Waco Hall

Monday, October 2, 7:00-9:30 p.m. rehearsal, Waco Hall

Tuesday, October 3, 7:00-9:30 p.m. rehearsal, Waco Hall

Wednesday, October 4, 7:00-9:30 p.m. DRESS REHEARSAL, Waco Hall

Thursday, October 5, 7:30 p.m. Concert, Waco Hall

November 2023 concert cycle with David Itkin, Music Director finalist conducting

Sunday, November 12, 7:00-9:30 p.m. rehearsal, Waco Hall

Monday, November 13, 7:00-9:30 p.m. rehearsal, Waco Hall

Tuesday, November 14, 7:00-9:30 p.m. rehearsal, Waco Hall

Wednesday, November 15, 7:00-9:30 p.m. DRESS REHEARSAL, Waco Hall

Thursday, November 16, 7:30 p.m. Concert, Waco Hall

Nutcracker with Ballet Frontier of Texas and WSO, Beau Benson conducting

Wednesday, December 6, 7:00-9:30 p.m., WSO musicians only rehearsal, Waco Hall

Friday, December 8, 7:00-9:30 p.m., WSO musicians rehearsal with Ballet Frontier artistic directors present, Waco Hall

Saturday, December 9, 1:00-4:00 p.m. DRESS REHEARSAL, Waco Hall

Saturday, December 9, 7:00 p.m. Performance, Waco Hall

Sunday, December 10, 2:00 p.m. Performance, Waco Hall

January 2024 concert cycle with Miguel Harth-Bedoya conducting (Anna Geniushene, Cliburn Silver Medal Winner, pianist)

Sunday, January 14, 7:00-9:30 p.m. rehearsal, Waco Hall

Monday, January 15, 7:00-9:30 p.m. rehearsal, Waco Hall

Tuesday, January 16, 7:00-9:30 p.m. REHEARSAL WITH ANNA GENIUSHENE, Waco Hall

Wednesday, January 17, 7:00-9:30 p.m. DRESS REHEARSAL WITH ANNA GENIUSHENE, Waco Hall

Thursday, January 18, 7:30 p.m. Concert, Waco Hall

March 2024 concert cycle with Miguel Harth-Bedoya conducting (Featured artists: Time for Three, 2 violins and 1 bass)

Sunday, March 17, 2:00-4:30 p.m. and 7:00-9:30 p.m. DOUBLE REHEARSAL, Waco Hall

Tuesday, March 19, 7:00-9:30 p.m. REHEARSAL WITH TIME FOR THREE, Waco Hall

Wednesday, March 20, 7-9:30 p.m., DRESS REHEARSAL WITH TIME FOR THREE, Waco Hall

Thursday, March 21, 7:30 p.m. Concert, Waco Hall

April 2024 concert cycle, Sci-Fi Spectacular: Sun, Moon & Superstars; hosted by film critic Gary Cogill

Saturday, April 6, 2:00-4:30 p.m. rehearsal, Waco Hall

[Saturday April 6, 5:30-6:15 p.m. Concert talk with Gary Cogill and potential special guest, Waco Hall, pending confirmation]

Saturday, April 6, 7:00-9:30 p.m. DRESS REHEARSAL, Waco Hall

Sunday, April 7, 3:00 p.m. Concert, Waco Hall