

Waco Symphony Association, Inc.
Concert Operations and Stage Manager
Job Description
September 2025

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 Driver's License
- Ability to lift up to 70 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:

- Arrives at least one hour prior to rehearsals and concerts (earlier might be needed) and attends all of them
- 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 and film concerts); arranges piano tuning before each concert cycle when piano is needed.
- Occasionally responsible for transportation of orchestra-related equipment to and from concert venues, as well as load-in and load-out (but most services are in Waco Hall)
- Interviews, hires, and oversees an Assistant Stage Manager; gives direction to Waco Hall student workers in assisting with concerts.
- 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
- 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.
- Ensures that WSO equipment and instruments housed at Waco Hall are secured after each rehearsal/concert
- Willingness to manage events outside of the season concerts is desirable (i.e. Belles & Brass Presentation on March 28, 2026)

REHEARSAL DUTIES

Prior to first rehearsal of each concert cycle:

- Obtains orchestra roster from Ensemble Manager software and percussion list from Principal percussionist to understand stage needs
- Gathers information from Music Director, Executive Director, and Personnel Manager to create stage plot and “run of show” sheet, seeks team approvals, and submits to Waco Hall team by agreed-upon deadline
- Assists with and manages team responsible for setting stage and changes batteries in stand lights as needed
- 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 and after 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) to or from hotel if requested
- Reports any emergencies immediately to Waco Hall Director and WSO Executive Director via text or telephone
- Writes post-rehearsal report and shares with team for future rehearsals and concert

CONCERT DUTIES

Prior to each concert

- Ensures personalized parking signs for upper-level donors and sponsors are set in reserved lot adjacent to Waco Hall; Assistant Stage Manager completes this task and will be provided with a list of names.
- 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
- Runs WSA PowerPoint slides during welcoming comments and ensures coordination with provided script
- 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 and dressing rooms 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 \$25/hr. Total anticipated compensation for the 2025-2026 Season is close to \$5,000 depending on date of hire.

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 and three references to the Executive Director (ED@wacosymphony.com) before September 19 for priority consideration.

Executive Director will follow up with candidates if selected for an interview. No calls please. Position is open until filled. **Work will begin on November 2, 2025**, with some on-site training possible during the first concert cycle. Training and mentoring will be available from previous Stage Manager.

List of Services for Waco Symphony Orchestra 2025-2026 Season

All rehearsals take place in Waco Hall on the Baylor University campus unless otherwise noted. All concerts will be conducted by Maestro Lawrence Loh unless otherwise noted.

OCTOBER 2, 2025, "MADE IN AMERICA" CONCERT WITH VIOLINIST ANNE AKIKO MEYERS

Sunday, September 28, 7:00-9:30 pm, Rehearsal, Jones Hall

Monday, September 29, 7:00-9:30 pm, Rehearsal

Tuesday, September 30, 7:00-9:30 pm, Rehearsal with soloist

Wednesday, October 1, 7:00-9:30 pm, Dress Rehearsal

Thursday, October 2, 7:30 pm Concert

NOVEMBER 6, 2025, "FROM BERNSTEIN TO COPLAND" CONCERT WITH HARPIST EMILY LEVIN

(note double on Tuesday)

Monday, November 3, 7:00-9:30 pm, Rehearsal

Tuesday, November 4, 2:00-4:30 pm, Rehearsal

Tuesday, November 4, 7:00-9:30 pm, Rehearsal with soloist

Wednesday, November 5, 7:00-9:30 pm, Dress Rehearsal

Thursday, November 6, 7:30 pm, Concert

NOVEMBER 30, 2025 – HOME ALONE IN CONCERT

Tech load-in would begin at 8:00 a.m.

Saturday, November 29, 1:00-3:30 pm, Rehearsal

Saturday, November 29, 7:00-9:30 pm, Dress Rehearsal

Sunday, November 30, 2:00 pm, Concert

DECEMBER 14, 2025 – NUTCRACKER WITH BALLET FRONTIER, conducted by Dr. Beau Benson

Thursday, December 11, 7:00-9:30 pm, Rehearsal

Friday, December 12, 7:00-9:30 pm, Rehearsal

Saturday, December 13, 1:00-4:00 pm, Dress Rehearsal

Sunday, December 14, 2:00 pm, Performance

JANUARY 22, 2026, 2025 CLIBURN GOLD MEDAL WINNING-PIANIST ARISTO SHAM

Sunday, January 18, 7:00-9:30 pm, Rehearsal

Monday, January 19, 7:00-9:30 pm, Rehearsal (MLK, Jr. Day)

Tuesday, January 20, 7:00-9:30 pm, Rehearsal with soloist

Wednesday, January 21, 7:00-9:30 pm, Dress Rehearsal

Thursday, January 22, 7:30 pm, Concert

MARCH 19, 2026, STERLING, STELLAR, AND BEETHOVEN 5

Sunday, March 15, 7:00-9:30 pm, Rehearsal

Monday, March 16, 7:00-9:30 pm, Rehearsal

Tuesday, March 17, 7:00-9:30 pm, Rehearsal with soloist

Wednesday, March 18, 7:00-9:30 pm, Dress Rehearsal

Thursday, March 19, 7:30 pm, Concert

APRIL 16, 2026, AN EMERALD CITY EVENING: WICKED & ALL-TIME BROADWAY FAVORITES

Tuesday, April 14, 7:00-9:30 pm, Rehearsal with singers

Wednesday, April 15, 7:00-9:30 pm, Dress Rehearsal

Thursday, April 16, 7:30 pm, Concert