

## **Stage Manager Job Description:**

The Stage Manager provides the best possible support to the Kansas City Symphony (KCS) by taking responsibility for staging requirements – including technical elements and physical conditions for all KCS-sponsored events in multiple venues. He or she will attend to musicians' needs in preparation for and at services to help support the highest possible quality product. The Stage Manager is responsible for the care, maintenance, proper storage, transportation and setting of KCS equipment and instruments, and advancement of concerts as needed. This position supervises stagehands in all venues and has contact with musicians, conductors, guest artists, staff, technical staff and patrons.

## **Duties**

- Set up and arrange the orchestra – instruments, correct chairs, and other equipment – for all rehearsals and performances. This includes set changes for concerts, providing the best possible working conditions for musicians on and off stage, and assisting the production and operations staff in anticipating and managing logistical problems.
- Have a basic knowledge of Helzberg Hall lighting board. Including basic ability to change lamps, focus lights, and other minor lighting maintenance, as needed, for all events.
- Transfer stage equipment and KCS equipment for all services. Schedule and coordinate truck as needed for off-site events. Load and unload the KCS truck.
- Act as on-site supervisor for all crew calls and for all stagehands assigned to KCS work, including the responsibility to recommend personnel action and discipline for stagehands when appropriate, as well as production representative during all services. Assist with planning and coordination of crew activities and stage logistics in all venues.
- Recruit, schedule and train stage crew and submit crew payroll.
- Contribute to the professional appearance of the orchestra on stage. Maintain an organized backstage area for all services and confirm all furniture and equipment are placed correctly in backstage and dressing room facilities.
- Move pianos and other instruments as necessary for all stage, backstage and dressing room needs.
- 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 production staff in all concert production activities, as assigned, including operation of lights and sound for run-outs where little or no local stage crew is available.
- Assist with additional logistical arrangements for any special events and projects as needed.
- Maintain inventory of KCS instruments and equipment, making periodic checks on conditions and performing minor repairs or arranging necessary repairs if needed within budget. Organize and clean storage spaces.
- Organize and maintain KCS road box and radios.
- Attend weekly staff and production meetings; maintain good communication and working relationships with all staff.
- Ability to operate a truck, including the KCS Mobile Music Box trailer.

- Other duties as required by the Chief Operating Officer, Vice President of Operations, Production Manager and/or Music Director.

### **Working Conditions**

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

**Environmental Conditions** – This person is located primarily outside of the office, reporting in only for meetings and other on-site communications. The majority of work hours are located on-site at venue or at storage facility.

Applicants must be fully vaccinated against COVID-19 as defined by the CDC.

**Sensory Demands** – The Stage Manager must spend several hours per week on the computer responding to emails, developing stage plots and handling stagehand payroll. This requires attention to detail and high levels of accuracy.

**Mental Demands** – There are a number of deadlines associated with this position, which may cause stress. This person must also deal with a wide variety of people on various issues.

The Kansas City Symphony is an equal opportunity employer.

To Apply: Please submit a cover letter and resume to Philomena Duffy at [pduffy@kcsymphony.org](mailto:pduffy@kcsymphony.org).