

**Job Description: Part-Time Orchestra Stage Manager****Position:** Part-Time Orchestra Stage Manager**Reports to:** Director of Artistic Operations**Organization:** National Philharmonic**Hourly Rate:** \$20-\$25/hr**Overview:**

The National Philharmonic is seeking an organized Part-Time Orchestra Stage Manager to join our team. This role is essential in ensuring that all rehearsals and performances run smoothly by coordinating stage setups and working closely with the stage crew. The Orchestra Stage Manager will play a key role in maintaining the professionalism and efficiency of our events.

**Key Responsibilities:**

- **Rehearsal Room and Stage Setup:**
  - Set up and strike the orchestra rehearsals in rehearsal spaces, including percussion instruments, chairs, stands, podiums and other equipment.
  - Track changes to stage plots and communicate updates to Strathmore crew throughout the rehearsal process.
  - Coordinate with the Director of Artistic Operations and musicians to meet specific setup requirements for each event.
- **Performance Coordination:**
  - Communicate all setup needs to the Strathmore stage crew and Work closely with the stage crew to ensure the space is set properly before events.
  - Oversee the movement of instruments and equipment during rehearsals and performances, ensuring minimal disruption.
  - Maintain clear communication with the Director of Artistic Operations, musicians, and stage crew to address any issues or changes promptly.
  - Manage the setup of hospitality in the orchestra green room and guest artist dressing rooms – coffee, tea, water, etc.
- **Event Coordination:**
  - Assist in managing the timing and flow of rehearsals and performances, ensuring that all activities adhere to the schedule.
  - Be present at all rehearsals and performances to manage on-the-spot adjustments and troubleshoot any issues that arise.
  - Ensure all health and safety protocols are followed during setup, rehearsals, and performances.
- **Learning and Engagement Event Support:**
  - Working closely with the Director of Learning and Engagement, support the Youth Mentorship Program, Summer String Institutes and other L&E events as needed.
  - Manage setups and equipment requests for L&E events, assist with setup and strike and communicate any changes to Strathmore Crew.

**Qualifications:**

- Experience in stage management, preferably in an orchestral or music performing arts environment.
- Experience working in a union house is preferred.
- Strong organizational skills and attention to detail.
- Ability to work effectively under pressure and manage multiple tasks simultaneously.
- Excellent communication skills and ability to work collaboratively with a diverse team.
- Physical ability to lift and move equipment as needed.
- Flexibility to work evenings, weekends, and some holidays, depending on the orchestra's schedule.

**How to Apply:**

Interested candidates should submit a resume and cover letter detailing their relevant experience to [aharris@nationalphilharmonic.org](mailto:aharris@nationalphilharmonic.org) by Friday, September 6, 2024.

The National Philharmonic is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. We encourage applications from all qualified individuals, regardless of race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.