

STAGE MANAGER JOB POSTING FORT WAYNE PHILHARMONIC

JOB TITLE: Stage Manager

DATE: May 22, 2017

SUPERVISES: Stage Assistants

REPORTS TO: Director of Operations

JOB SUMMARY: The Stage Manager works closely with the Director of Operations in the planning and implementation of concerts. This includes being responsible for ensuring that the production of all orchestra events (concerts, rehearsals, tours, run-outs, special events) run smoothly, effectively, and in a financially responsible manner. This position is full time and will include regular nights and weekends.

JOB DUTIES AND RESPONSIBILITIES:

- Oversee the storage, transportation, safety, and use of equipment and instruments owned by the Philharmonic in conjunction with the Director of Operations.
- Work in collaboration with the Music Director, Director of Operations, and Personnel Manager to satisfy the staging and equipment requirements for each rehearsal and performance.
- Call performance and technical cues during applicable concerts and rehearsals.
- Manage stage assistants and oversee their scheduling and payroll.
- Fulfill guest artist technical rider contract requirements as directed.
- Responsible for all aspects of concert stage appearance and equipment adjustments during rehearsals and performances.
- Design a stage plot for every performance to ensure proper stage set up.
- Maintain appropriate cost controls while keeping high artistic integrity and upholding the master agreement.
- Schedule and reserve truck rentals for performances and rehearsal according to the master schedule.
- Perform a yearly inventory check of all the philharmonic's equipment.
- Execute safe driving practices to preserve the philharmonic's equipment/instruments and to make certain a safe arrival at the projected destination.
- Perform other duties as assigned by the Executive Director, General Manager or Operations Manager.

Requirements: The successful candidate will have a personal commitment to symphonic music, demonstrate the ability to work in a fast paced, high energy environment and manage multiple projects simultaneously. S/he will have a strong attention to detail, proven leadership skills and the ability to work independently and make critical decisions. S/he will be able to demonstrate a willingness to be a team player in a highly collaborative environment. A valid driver's license is a necessity and the ability to drive and operate a 26-foot box truck is strongly preferred.

Compensation: Salary commensurate with experience. Benefits include health, dental, and life insurance, 403(b) account, and paid vacation, holiday and sick leave.

Organization Description: Under the artistic leadership of Music Director Andrew Constantine, the Fort Wayne Philharmonic is the premiere arts organization in northeast Indiana. Celebrating our 73rd season, the Fort Wayne Philharmonic performs over 350 concerts each year throughout our 15 county service area.

Operating on a \$4.5 million budget with a \$16 million endowment, The Phil employs 43 full time musicians on a 33-week season. The orchestra is supported by 14 full time and 8 part time staff members and a board of 27.

Application Deadline: 6/11/17

Contact Name: Scott Stolarz, Director of Operations

Contact Email: [sstolarz@fwphil.org](mailto:ssolarz@fwphil.org)

Send cover letter and resume via email to the address above or mail to Scott Stolarz, Director of Operations, Fort Wayne Philharmonic, 4901 Fuller Drive, Fort Wayne, IN 46835. No phone inquiries, please.