

Job Description: Assistant Stage Manager

Position: Part Time, Non-Exempt, 10 hours per week

Location of job: San Luis Obispo

Reports to: Stage Manager

The mission of the San Luis Obispo Symphony is to support an outstanding community orchestra, to foster symphonic and chamber music education and to contribute to the cultural and economic vitality of the central coast community.

This position is responsible, under the supervision of the Stage Manager, for assisting on the technical needs and set up for the SLO Symphony, specifically in regard to concerts, special events, recording events, rehearsals, and community or fundraising events with a performance component. The SLO Symphony's annual season includes up to 7 concerts each year, plus additional Youth Performances and fundraising events.

Planning:

- Work with the Stage Manager and other production staff to find out musician needs (chairs, stands, sound equipment) for each event
- Work with the stage manager to ensure the staging and needs will fit on the venue stage/space
- In partnership with Music Director and Principal Musicians, determine instrument rental needs for performances and rehearsals
- Attend staff meetings as needed

Logistics:

- Set the stage for rehearsals, concerts, and changes during performances and events
- Help coordinate logistical needs for production-based events or event items, such as U-Haul transport and music stands
- Request necessary rental instruments from the Cal Poly Music Department, PAC, and other venues
- Complete EIFs for each event for the Performing Arts Center
- With staff, assist with load in and out
- Coordinating technical needs with venue staff
- Provide assistance to guest artists as needed

Production:

- Help to ensure that working conditions are acceptable for the musicians and guest artists, including temperature, staging, a/v, and lighting
- Under the stage manager's guidance, arrange for or assist with technical set up and needs as needed



- Provide support for rehearsals, concerts, pre-concert talks, galas, and other events as needed
- Assist in the office or with special events as needed
- Assumes the duties of the stage manager in the absence of the lead stage manager

Job requirements and skills:

- Ability to learn and retain information, willingness to take notes and refer to past information
- Background in music preferred
- Interest in music and production
- Physically able to move equipment, set a stage, set up an event tent, etc
- Sometimes climb a ladder carrying a light to medium load
- Sometimes drive equipment and supplies to event/recording locations
- Sometimes assist with moving and setting up furniture and storage items
- Often lift 25-30+ pounds, occasionally lift 50+ pounds with assistance
- Available to work in the SLO office, PAC, and other local venues as needed
- Willing and able to work with venue staff and stage hands, technical vendors, etc
- Attention to detail, especially when working with vendors
- Strong sense of personal responsibility and initiative.
- Valid CA Driver's License and willingness to drive a mid-sized van or small to medium sized U-haul
- Ability to write an email with information clearly delivered.

Benefits and Salary

This is a part time position, approximately 10 hours per week. Some production weeks may go over 10 hours. Salary Range: \$18-22/hour

Benefits:

- 10 Paid Holidays per year (set dates) and 1 Floating Holiday
- Paid Sick time
- Complimentary tickets to Symphony events
- Employee Retirement plan with 2% matching
- Flexibility with schedule
- An atmosphere of friendly and open communication
- Close working relationship and networking opportunities with other arts organizations and nonprofits in the area
- Ability to attend webinars/seminars related to the position and organization as desired and needed