



**Job Title:** Lead Stage Employee  
**Department:** Operations  
**Reports To:** OSA Stage Manager  
**FLSA Status:** Part Time – Hourly, Represented (IATSE Local 28)

The Oregon Symphony Association utilizes four lead crew members throughout the performance season. The role of these individuals is to support the Stage Manager, Assistant Stage Manager, and the Concert Managers in planning and executing rehearsals, performances, auditions, and other community or internal events where it pertains to stage work; specifically in regards to the setting and striking of staging, and transporting and setting instruments and related orchestral equipment. These events happen at the Arlene Schnitzer Concert Hall, as well as Willamette University in Salem, Baumann Auditorium in Newberg, and various other venues including primary, secondary schools and other community venues. Having experience and strengths in at least one of the following areas are essential for this position - stage lighting, audio reinforcement, and orchestral percussion equipment.

**SUMMARY:** The Lead Stage Employee provides technical and logistical support for theatrical events and presentations. Duties include, but are not limited to: moving, installing, operating and disassembling scenery, props, lighting, sound and video equipment, as well as handling and applying costumes and wigs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Installation and operation of production elements
2. Construction, placing and hanging of scenery and curtains
3. Rigging of theaters
4. Operating and maintaining all paraphernalia of theaters
5. Repairing and operating stage scenery, curtains, properties
6. Repairing and operating public address systems, intercom and In-house video monitoring apparatus
7. Repairing and operating lighting systems, projection systems, etc.
8. Maintaining; cleaning; drying; pressing; sorting; handling; distributing; hanging; unpacking; repacking; repairing costume items
9. The general supervision of all items of costumes, wardrobe and costume/wardrobe accessories
10. Assisting in the dressing of and making changes for all performers, and in creating hairstyles, styling and dressing, hair and Wigs
11. Other duties incidental to or necessary for the performance of the foregoing

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High school diploma or equivalent. Minimum 3 years of experience in professional theatrical type work and a working knowledge of stage equipment, maintenance of same, as well as sound and lighting operations.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.
- **Mathematical Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- **Reasoning Ability** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills** - To perform this job successfully, an individual should have knowledge of, or ability to quickly learn; Email; Spreadsheet software and Word Processing software.
- **Certificates, Licenses, Registrations** - Valid Oregon or Washington driver's license (non-commercial); good driving record.
- **Scheduling** - Commitment first and foremost to the OSA for the duration of the 38 week performance season from September through May. Must be able to work evenings and weekends. Travel required when orchestra is on tour.

**REPRESENTATIONS:** This position is included in the bargaining unit represented by IATSE Local 28.

**OTHER SKILLS AND ABILITIES:** Acute safety consciousness and alert, quick reactions necessary to handle unexpected and potentially hazardous situations; ability to work effectively and diplomatically with diverse personalities, including orchestra musicians, efficiency and professionalism, represents the OSA with the highest standards of professionalism at all times, including the secure handling of equipment; good communication and excellent organizational skills; positive, confident manner; sense of humor.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies

- **Problem Solving** - Gathers and analyzes information skillfully; Anticipates and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer (internal and external) situations; Responds promptly to customer needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict; Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas.

- **Communication** - Speaks clearly and persuasively in positive or negative situations; Communicates changes promptly and effectively; Supports those affected by change; Listens and gets clarification; Responds well to questions; Participates in meetings; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed; Generates suggestions for improving work; Works well in group problem solving situations.
- **Sets a Good Example** - Exhibits confidence in self and others; Leads by positive example; effectively influences actions and opinions of others, Inspires respect and trust.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Judgment** - Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Ethics and Professionalism** - Treats everyone with respect; Works with integrity and ethically; Responds well under pressure; Accepts responsibility for own actions; Keeps commitments.
- **Quality and Quantity** - Demonstrates accuracy and thoroughness; Measures self against standard of excellence; Looks for ways to improve and promote quality; Meets productivity standards; Completes work in timely manner; Applies feedback to improve performance; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with change, delays, or unexpected events.
- **Dependability** - Is consistently at work and on time; Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Initiative** - Looks for and takes advantage of opportunities; Strives to continuously build knowledge and skills; Demonstrates persistence and overcomes obstacles.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Note: The physical demands described here are representative of those that must be met by an employee, individually or as part of a team, to successfully perform the essential functions of this Job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. For the purposes of this job description, "seldom" shall mean less than 5% of work shift, "occasionally" shall mean 6-33% of the work shift, 'frequently' shall mean 34-66% of work shift, and "continuously" shall mean 67-100% of work shift.)

While performing the duties of this job, the employee is regularly required to lift and safely move orchestra and stage equipment; finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk and smell. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- Sitting, standing and/or walking frequently, for 3-6 hours
- Lift up to 50 pounds frequently, unassisted; lift up to 75 pounds occasionally, typically assisted
- Carry up to 50 pounds frequently, unassisted; carry up to 75 pounds occasionally, typically assisted
- Push/pull up to 500 pounds frequently, typically on wheels
- Do the following occasionally, as tasks require:
  - Stand, Bend, Twist, Crouch, Kneel, Crawl, Walk on an uneven surface, Walk backwards, around obstacles or stairs, while carrying objects, Climb stairs, Climb ladders, Work at heights, Reach above shoulder height, Use arms and wrists, Grasp, Squeeze...
- Do the following frequently or continuously, as tasks require:
  - Walk on a level surface
  - Use hands
  - Work in the following environments continuously for shift:
    - Inside
    - Moderately Dusty
  - Work in the following environments frequently during shift:
    - Moderate to severe noise
    - Moderate to severe darkness
  - Work in the following environments occasionally during shift:
    - Outside
    - Moderate to extreme heat, up to 95'
    - Moderate to extreme cold, down to 30'

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

**Position will remain open until filled**

Interested parties may submit a résumé with cover letter to: [careers@orsymphony.org](mailto:careers@orsymphony.org)