



OREGON  
SYMPHONY

CARLOS KALMAR, MUSIC DIRECTOR

**Job Title:** Assistant Stage Manager

**SUMMARY:** The Assistant Stage Manager is responsible for supporting the Stage Manager in the day-to-day physical operation of the Oregon Symphony and presentations by the Oregon Symphony Association including staging, set-ups and strikes; the moving, acquisition, storage and maintenance of Orchestra equipment, whether owned or rented; and management of the stage for all services, including the calling of all performances; Coordinates equipment and monitors hall conditions to meet the needs of the OSA, the orchestra, conductor, and soloists during services; under the supervision of the Stage Manager helps in creating and implementing procedures for timely and effective implementation of performance-related requirements; Responsible for the preparation and appearance of the stage for OSA performances; Assists in the planning and execution of projects and special events as determined by the Stage Manager and the Director of Operations by performing the following duties:

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

1. Is present at all orchestra services and presentations, as scheduled by the Stage Manager. The Assistant Stage Manager may at times be scheduled in place of the Stage Manager with the approval of the Director of Operations. Assists the Stage Manager to oversee logistics necessary for rehearsals and performances, pre-concert lectures, auditions and related events.
2. Assists the Stage Manager to supervise, implement, and coordinate the set-up of the Orchestra according to the daily schedule, Collective Bargaining Agreement requirements, and needs of the OSA, conductor, orchestra and artists. Manages necessary set changes in collaboration with the Stage Manager, Concert Manager, Orchestra Personnel Manager, Conductors, Guest Artists, sound and light technicians, stagehands and musicians.
3. Ensures the safety and comfort of the performers and audience (as related to stage activity). Coordinates and monitors hall safety and environmental functions with the on-site engineer in all venues. Reports all hall problems and resolutions to the appropriate venue personnel, Stage Manager, Concert Manager and Orchestra Personnel Manager.
4. Accommodates the needs of orchestra personnel, conductors, and guest artists in a timely and cordial fashion. Assists musicians with individual stage, equipment, and lighting and sound needs as appropriate at all services.
5. Will at times supervise the activities of stagehands and of the sound and light technicians in place of the Stage Manager. At these times, supervises IATSE stagehands during services and ensures that all calls are conducted in accordance with the collective bargaining agreement between PCPA and IATSE. Serves as working member of the crew.
6. Assists the Stage Manager and the Concert Manager, manages off-site situations that may arise during a service related to the instruments, stage set-up, hall or guest artists.
7. Assists the Stage Manager to purchases, store, maintain, inventory, and transport orchestra equipment. Rents necessary instruments and equipment as authorized by the event producer.
8. Rents necessary vehicles for instrument and/or equipment transport and transports rental equipment as needed. Drives the truck as needed. Accompanies tour producer on pre-tour site visits, as needed.

9. In coordination with, or in the absence of, the Stage Manager insures that the concert stage set-up is visually attractive and physically correct. Directs stage operations for those performances, calling the sequence of each performance, insuring that concerts start on time and run smoothly.
10. Arrives at the service site in order to ensure that the stage is set and ready to receive musicians no later than forty-five minutes prior to the scheduled start of the service. Arrives in time to insure the smooth, on time start of pre-concert talks and performances.
11. Drives, travels with, or precedes the Orchestra equipment truck to all services in and out of town, as scheduled.
12. Works closely with the Stage Manager and Concert Manager to ensure safe, efficient, cost-effective and smooth operations.
13. When acting in place of the Stage Manager, checks with the assigned Concert Manager before concerts and before leaving the concert location at the close of any performance.
14. Attends staff production meetings, as scheduled. Serves as a member of the Artistic Operations Team of the OSA.
15. Performs other duties as assigned by the Stage Manager and the Director of Operations.

**\*Supervisory Responsibilities:**

Assists the Stage Manager to directly supervise deck hands. Carries out some supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work.

**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** – Three to Five years' experience with stage operations 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 in order to accurately report and verify stagehands' and crew payrolls.
- **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 Internet software; Email; Spreadsheet software and Word Processing software.
- **Certificates, Licenses, Registrations** - Valid Oregon or Washington driver's license (non-commercial); good driving record.

**OTHER QUALIFICATIONS:** 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, ability to direct stage personnel with authority, 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.
- **Project Management** - Prioritizes and plans work activities; Develops work flows and procedures; Coordinates projects; Completes projects on time and budget; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- **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.
- **Leadership** - Exhibits confidence in self and others; Leads by positive example; effectively influences actions and opinions of others, Inspires respect and trust.
- **Managing People and Delegation** - Takes responsibility for subordinates' activities; Fosters quality focus in others; Improves processes and services; Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated tasks.
- **Cost Consciousness** - Understands financial implications of decisions; Works within approved budget; develops and implements cost saving measures; Conserves organizational resources.
- **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.

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.

**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.

**To apply** please submit a cover letter and resume to [careers@orsymphony.org](mailto:careers@orsymphony.org). No phone inquiries, please. Position is open until filled.