



SAN FRANCISCO
SYMPHONY

Stage Manager
Operations Division

Work Status:	Regular, Full-Time	Supervisory:	Yes
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	Per CBA
Reports To:	Production Manager		

JOB SUMMARY

This leadership position reports to the Production Manager and supervises and executes the technical and logistical needs of all Symphony, SFS Chorus and SFS Youth Orchestra concerts, rehearsals, presentations and events. The Stage Manager is responsible for a large part of the orchestra's working environment. As such, she/he must be sensitive to the needs of the musicians and guest artists and handle all concerns in a calm, timely and respectful manner. The Stage Manager supervises and coordinates the work of the staff stage technicians, extra crew, heads of department and DSH house electrician (when appropriate). She/he also functions as a member of the crew and is responsible for the crew morale and their working together as a team, and provides strong leadership to all IATSE crew

SPECIFIC RESPONSIBILITIES

- Supervises theatrical vendors, Teamsters, and handles onstage requests from musicians, artists and conductors while informing Production Manager of action taken.
- Represents Symphony's budgetary and efficiency interests in planning and discussions with SFS departments, artist/attraction needs and vendors and participates where appropriate in negotiations with outside parties.
- Maintains good relations and open communication while representing Symphony interests with SFS administrative staff and house crew, DSH house electrician, house heads, technical directors, presenters, War Memorial personnel and others connected to concerts and presentations.
- Calling and communicating with any extra crew in all departments, including wardrobe, makeup, wigs, recording, etc., while keeping Production Manager informed of all calls.
- Crew scheduling: produce and submit for approval a weekly schedule no less than four weeks in advance, six weeks when possible. Ensure that scheduling requirements of Collective Bargaining

Agreement are upheld by use of extra crew as needed. Minimize use of extra crew and staff overtime, while scheduling staff in a fair and equitable manner. Manage stagehands' timesheets and payroll hours and submits to Production Staff for processing.

- Full working knowledge of the CBA and precedents to ensure that all terms and conditions are adhered to in a fair and equitable manner.
- Information gathering and budgeting: Assists Production Staff in determining technical needs for Symphony concerts, rehearsals and events, while being mindful of both the budget and amount of crew needed.
- Liaison primarily between Symphony and IATSE Local #16 and other Locals (where needed), business agents and house stewards to ensure that the SFS is held in good standing with the Locals.
- Touring: working with Manager of Tours and Media Production and Production Manager, determine crew and technical needs at least six months in advance. Coordination with local unions/stage managers, presenters and other necessary personnel for all needs in connection with the tour concerts (load-in and load-out, instrument requirements, etc.). Supervise local crews and transport agents on the road (drivers and Teamsters). Preparation of a detailed tour crew schedule with Production Manager at least four weeks in advance of any tour's departure.

QUALIFICATIONS

5 – 7 years solid experience working as a head of a department, organizing daily technical operations in a busy performing arts institution. Demonstrated success in building a team of stagehands. Computer skills (Windows, Word, Excel, E-mail, AutoCAD) required and a background in classical music a plus. Math/figure aptitude and familiarity with contracts needed. Must have the ability to work with diverse personalities while maintaining diplomacy and calm demeanor under extreme pressure. Essential to this position is the capacity for independent thought, strong organizational skills, strong ability to delegate as necessary, quick comprehension and decision-making skills, and the ability to maintain a strong focus on the immediate details while keeping an overall perspective.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on "Jobs at the SF Symphony." Search for this job and click on "Apply for this Position" to submit your resume, cover letter, and application.

ORGANIZATIONAL PROFILE

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Some 220 concerts each year reach an audience of more than 600,000, while national and international broadcasts, heard on more than 215 radio stations, reach millions more. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, Keeping Score, has reached over six million people with television and radio broadcasts, DVDs, and an interactive website. The Orchestra tours

extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. More than 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco's public schools. The organization is led by President Sakurako Fisher and Chief Executive Officer Mark Hanson.

The San Francisco Symphony's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.