Stage Manager

Reports To: Patron Advancement and Production Manager with a dotted line to the Executive Director

Deadline to Apply: January 20, 2023. Position will close once filled.

Job Description

Stage Manager

The Cincinnati Chamber Orchestra (CCO) seeks a driven, organized Stage Manager who possesses superior communication and organizational skills, for the 2023 summer festival season. This position offers an opportunity to learn about the behind-the-scenes operations of a chamber orchestra during the CCO’s 9th annual Summermusik festival season. Specifically, the Stage Manager will take responsibility for staging requirements, including technical elements and physical conditions, for all rehearsals and performances for Summermusik 2023.

Dates: 4 weeks, July 31 through August 27, 2023

Working hours: 40 hrs/week: Specific hours will shift based on the days of rehearsals, performances and events. Please note: Due to the compact nature of the schedule of this festival, this position will require availability on several evenings and weekends.

Stipend: $250/week for a total of $1,000. The Stage Manager will receive complimentary event admission and performance tickets. Housing is not provided and is the responsibility of the Stage Manager.

Responsibilities and Duties May Include:

- Work with the Patron Advancement and Production Manager on a variety of tasks related to festival event and concert stage management and production, including but not limited:
  - Set-up and teardown of stage – chairs, music stands large instruments, other equipment – at all rehearsals, performances and festival events, including concert set changes
  - Ensure best possible working conditions for musicians on and off stage
  - Act as the main driver of the festival van
  - Assist staff in managing and anticipating logistical problems
  - Anticipate musician working condition concerns, such as temperature, lighting or safety; effectively problem solve as necessary, working closely with ED and Personnel Manager
  - Assist with planning and coordination of stage logistics in all venues, including load-in/load-out schedules
  - Backstage concert production for rehearsals and concerts at venues around town
  - Assist ED with any concert production activities that are assigned, including operation of technical equipment when no stage crew is available
  - Load and unload production vehicle and staff/festival vehicles at the conclusion of all rehearsals/events/performances, transferring needed stage equipment between venues or services
  - Maintain any make minor repairs as necessary to CCO equipment such as chairs, music stands, music and folders, cords/technical equipment, etc.
  - Attend production and staff meetings as requested
  - Contribute to professional appearance of the CCO on stage.
- Provide general assistance to the CCO on various administrative tasks as assigned
- Build your Cincinnati artistic community network while working with many of the area’s top musicians, by having contact with musicians, guest artists, orchestral and technical staff
Qualifications Include:
- Minimum of 1 year of orchestra or theater stage experience (collegiate experience considered)
- Working knowledge of orchestral instruments and seating conventions. Ability to read music a plus
- Knowledge of basic lighting and audio equipment and their operation
- The candidate must have his or her own transportation
- Strong computer skills in the Microsoft Office suite
- Detail-oriented and organized with a demonstrated ability to multitask, prioritize and meet deadlines
- Strong oral and written communication and analytical skills
- Ability to work effectively in a fast-paced environment
- Demonstrated self-starter, who can also work as a member of our fun team!
- Demonstrated ability to learn new technologies and solutions quickly
- Undergraduate or graduate students studying arts administration, music, theater or related field preferred
- Ability to lift, carry and move up to 50 pounds
- Valid Ohio driver’s license and good driving record

By serving as CCO Stage Manager you will learn valuable skills necessary to move into the orchestral production field, with a specific emphasis on stage management.

To Apply:
Send resume and cover letter to gidley@ccocincinnati.org. In subject line, please reference: CCO Stage Manager.

Contact:
Evan Gidley
gidley@ccocincinnati.org

About Cincinnati Chamber Orchestra:
The Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious. The CCO is an independent ensemble of 32 professional musicians that launched the critically acclaimed summer music festival Summermusik in August 2015 and will celebrate its 50th anniversary season in 2024. The Chamber Orchestra offers a vibrant and fresh musical experience in an intimate and informal setting, for both the seasoned and novice concert patron. The CCO’s size allows for flexibility and creativity in programming, the ideal ensemble for presenting orchestral works ranging from the Baroque and Classical eras to commissioned works by contemporary composers. Collaborations have become a hallmark of the CCO, including ongoing partnerships with VAE: Cincinnati’s Vocal Arts Ensemble and Madcap Puppets.

For additional information about the CCO, visit www.ccocincinnati.org.

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