

SUMMER MUSIC FROM GREENSBORO

JOB DESCRIPTION FOR STAGE MANAGER, 2013 CONCERT SEASON

July 15-August 15, 2013

Stage Manager manages the stage setup and oversees the evening concerts with the stage properties set up (music stands), lighting and general house opening procedures as per the Artistic Director. This includes adjusting fans, windows, doors, and cueing musicians, etc. The Stage Manager may also be responsible for coordinating musicians' CD sales during concert intermissions, or after the concert, as needed. [Total: approximately 3 hours on concert day].

3 hrs x 5 concerts = 15 hours

As needed, Stage Manager assists Artistic Director during rehearsals, including setting up stage lights and music stands, and other staging needs.

5 hours per week = 25 hours

Stage Manager will be responsible for following the directions prepared by the Church for the re-positioning, placement and condition of the Sanctuary furnishings following each concert; and preparing the Sanctuary prior to the concerts.

2 hrs x 5 weeks = 10 hours

35-50 hours total over 5 weeks

This is a contract job paying **\$500.00** for the 5 week concert season. It requires a candidate with a flexible schedule who is a detail-oriented and attentive team player who is capable of multi-tasking, and is comfortable interacting with a different line-up of musicians each week.

He/she will work under the direction of the Artistic Director, and with the musicians. He/she is responsible for meeting the schedule for the set-up for the concerts, and the take-down requirements for the Church's furnishings in the Sanctuary. He/she will be responsible for recruiting a varying number of assistants to help with set-up and take-down, as needed.

Knowledge of music is not required, but an interest in musicians and performances is a plus for any candidate applying.

This job must be filled by May 1, 2013

Questions? Please write summermusicfromgreensboro@gmail.com; or call Mary Hewes at 202-257-4765.