



115 Auditorium Circle, San Antonio TX 78205
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www.sasymphony.org

POSITION TITLE: Stage & Operations Manager

REPORTS TO: Executive Director

HOURS PER WEEK: 40+

JOB SUMMARY

The Stage & Operations Manager is responsible for the daily physical operation of the San Antonio Symphony, including staging, set-ups and strikes. He/she is also responsible for the moving, acquisition, storage and maintenance of orchestra equipment, whether owned or rented, and management of the stage for all services. The Stage & Operations Manager will have respect for the needs of musicians and will treat their instruments and equipment with care. He/she will insure cost-effective compliance with I.A.T.S.E. Local 76 contract and work rules, as well as safety needs. The position shall receive full staff benefits including health, long-term disability, and life insurance, parking, as well as the Employee Assistance Program

Required Qualifications

Education: Bachelor's degree

Experience: At least five years' experience in stage operations

Competencies:

- Working knowledge of stage equipment, maintenance of stage equipment, sound and lights.
- Ability to direct stage personnel with authority, efficiency and professionalism.
- Ability to work effectively and diplomatically with diverse personalities.
- Acute safety consciousness, alert and quick reactions to unexpected and potentially hazardous situations.
- Valid Texas driver's license, including truck. (CDL not required.)
- Good communication and organizational skills, positive and confident manner.
- Ability to lift more than 60 lbs.

Skills: Proficient in Microsoft word, excel, outlook; experience with SmartDraw software preferred. Knowledge of budgeting and expense management.

Desired Qualifications

Experience: Three to five years of stage operations experience in the performing arts

JOB DUTIES AND RESPONSIBILITIES;

- Supervise and successfully execute the set-up of the orchestra according to the daily schedule and the Collective Bargaining Agreement requirements. Coordinates load-in and load-out schedule at respective

venues and reports to Executive Director. Communicates with administration and artistic, operations, and technical staff to determine the needs of each service.

- Maintains and schedules rentals, purchases and repairs of all staging requirements, recording equipment, and Symphony-owned instruments, and other items as appropriate. Gathers estimates for rentals and purchases and researches the most cost-effective manner for taking care of said items.
- Develops and implements systems such as concert production memos and checklists for each concert, including all information from all departments. Leads weekly production meeting for Operations Staff to ensure that all personnel understand the logistics of the schedule, and to ensure that any areas needing attention are identified and problems are resolved.
- Represents the Symphony in a professional manner. The Stage Manager is usually one of the first people from the organization to arrive at service locations.
- Supervises the activities of all stagehands at all service locations. Coordinates crew calls at the Tobin Center and Majestic with the Tobin Center and Majestic Technical Directors. Responsible for other crew calls for run out locations. Monitors and reports the crew hours for payment.
- Directs stage operations for performances: "calling" the sequence of each performance, ensuring that concerts start on time and run smoothly.
- Drives, travels with or precedes the orchestra equipment truck to all services in and out of town, arriving early enough to ensure that the concert site is ready for the orchestra not later than one hour before the scheduled start of the service.
- Shall be responsible for the moving, storage, inventory and maintenance of all Symphony-owned equipment. Shall be responsible for truck rental as authorized by the Executive Director for transportation of orchestra equipment.
- Works closely with the operations department to ensure safe, efficient, and cost-effective operations.
- Drafts stage diagrams as needed on Smart Draw computer program.
- Maintains inter-office correspondence through inter-office e-mail.
- In cooperation with operations and artistic departments drafts annual budget for stage crew. Tracks budget throughout the season.
- Responsible for the piano tuning scheduling, collaborating with our venue and piano tuner to determine appropriate times.
- Performs other duties as assigned by the Executive Director.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential job duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are integral to a thriving international artistic community. The San Antonio Symphony is committed to empowering the arts and artists to celebrate diversity, model inclusion, and advance equity at the highest professional level. This commitment is an investment in the San Antonio Symphony's future and its growth.

In its goal to create and maintain a diverse community and organization, the San Antonio Symphony does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, veteran status, marital status, gender identity, or any other characteristic protected by federal, state, and local laws.

How to apply:

Qualified applicants should email a one page cover letter and one page resume to accounting@sasymphony.org using the subject heading **SAS Stage & Operations Manager**.

The San Antonio Symphony is an Equal Opportunity Employer.