



## **JOB DESCRIPTION | Operations & Stage Manager**

---

Kalamazoo Symphony Orchestra

**Job Title:** Operations & Stage Manager  
**Organization:** Kalamazoo Symphony Orchestra  
**Reports to:** Director of Operations & Artistic Planning  
**Class:** Full-Time, Salaried; Hybrid

The Kalamazoo Symphony Orchestra is seeking qualified candidates for an **Operations & Stage Manager** to join our collaborative, enthusiastic team. Our mission is to serve our community through outstanding musical listening and learning experiences. You will help carry out this mission in an environment where you are valued for the work you do and have an opportunity to make a difference in the community.

### **Position Summary:**

The Operations & Stage Manager coordinates and oversees staging requirements for all Kalamazoo Symphony Orchestra events and programs including orchestra and small ensemble services, educational programs, auditions, and other events as needed, and acts as a liaison between KSO Management, venue personnel, and equipment providers.

This is a salaried, hybrid, full-time position. The KSO strives to maintain a flexible working environment. While in-person attendance is required at some meetings, rehearsals, and performances (including some evening and weekend work) there is some flexibility in setting your own working hours and location.

### **Primary Responsibilities include, but are not limited to:**

#### Operations Management

- Prepare concert documents such as production memos, rosters, schedules, and signage for venues.
- Use the ArtsVision orchestra management platform to:
  - Help maintain the master calendar.
  - Evaluate reporting needs. Submit and track the progress of custom report requests and changes to ArtsVision personnel. Assist other KSO departments in maximizing the potential of ArtsVision.
- Work with the Director of Operations & Artistic Planning to:
  - Plan and schedule concerts, rehearsals, and other projects including recordings, runouts and tours, auditions, and meetings.
  - Plan recording and broadcasting of KSO performances in accordance with approved agreements.
  - Draft contracts, review invoicing, and foster effective communication both inside and outside of the organization.
- Manage the KSO Musicians Portal alongside the Personnel Manager
- Participate in meetings as requested.
- Maintain inventory of KSO instruments and equipment, making periodic checks on conditions and performing or arranging for necessary repairs or replacements.

- Maintain equipment storage areas, including design and layout of any shelving, etc.
- Assist Personnel Manager with auditions and other items as needed.

#### Stage Management

- Ensure the successful management of and best possible working environment for musicians within the Master Agreement.
- Serve as manager on duty for services as needed.
- Develop and support production needs including load in and load out schedules, back-of-house production personnel needs from both KSO and venue teams, and technical rehearsal needs. Coordinate production timelines in conjunction with the Director of Operations & Artistic Planning.
- Consult with conductors, staff, and musicians on staging and equipment needs including chairs, music stands, risers, instruments, lighting, sound, etc.
  - Create stage plots and equipment lists for performances.
  - Assist with securing equipment as needed.
- Oversee venue setup including correct risers, chairs, stands and other equipment for all rehearsals and concerts.
- Call run-of-show at large performances.
- Hire and supervise KSO stagehands as needed. Submit stagehand time sheets for payroll.
- Anticipate musician working condition concerns, such as temperature, lighting, or safety; and effectively problem solve any issues in these areas.
- Transport KSO instruments and equipment to and from services.
- Drive and maintain KSO box truck. Track and arrange for vehicle upkeep and repair, within budget guidelines.
- Coordinate and provide support for small ensemble events.

Other duties as assigned.

#### **Required Qualifications:**

- Collegial attitude.
- Ability to:
  - Communicate and work effectively with a variety of constituencies and personalities.
  - Think critically, problem solve, and make decisions in a timely manner.
  - Lift, carry and move up to 75 lbs.
  - Drive and maneuver a 26' box truck.
- Willingness to use and learn new technologies and processes.
- Evening and weekend availability.
- Valid driver's license and good driving record.

#### **Preferred Qualifications:**

- Knowledge of orchestra, theatre and/or performing arts stage operations, technology and communications, union contracts.

- Familiarity with venues in Kalamazoo (Miller Auditorium, Chenery Auditorium, Comstock Auditorium, Kalamazoo Institute of the Arts, Civic Theatre, Bronson Park, Jolliffe Theatre, Gilmore Car Museum, Wings Stadium, Expo Center).
- Familiarity with: Microsoft Office (Outlook, Word, Excel, Visio), SharePoint, Teams; ArtsVision; Google Drive, Zoom, Adobe Acrobat.

#### **Other Requirements:**

- Mobile phone
- Personal vehicle
- Access to home or offsite internet service if working remotely
- Attendance at most orchestra rehearsals and performances

#### **Compensation and Culture**

The compensation range for this position is commensurate with experience, between \$36,000-\$40,000, paid bi-weekly. Benefits include generous paid vacation days, personal days, and sick time, as well as health, vision, and dental insurance, 403(b) with a 3% match, life insurance, and short- and long-term disability insurance. Additional benefits include complimentary concert tickets and free on-site parking and a diverse offering of voluntary benefits. You'll be joining a team where all members are valued. KSO promotes a positive work environment with a trust-based culture of flexibility. Team members collaborate, communicate, and contribute to the collective goals and environment of the KSO.

#### **About the KSO**

Making symphonic music a part of everyday life for over 100 years, the Kalamazoo Symphony Orchestra serves its community through lifelong musical experiences and learning throughout our community. The KSO is actively collaborating with other Kalamazoo area organizations to inspire, care for, educate, and connect people through the arts. The KSO is the state's third-largest orchestra, with a professional roster of more than 80 musicians and a dedicated administrative staff working together to curate exceptional symphonic music, world-class guest artists, and vibrant educational programs.

The KSO receives major support from the Kalamazoo Community Foundation and the Stryker Johnston Foundation and is supported by the Michigan Arts & Culture Council. The KSO is a member of the most recent cohort of the Catalyst Incubator Fund of the League of American Orchestras to advance equity, diversity, and inclusion in the orchestra field. Kalamazoo Kids in Tune, an innovative after-school orchestra immersion program, has received recognition from Carnegie Hall's Weill Music Institute. The KSO also receives generous support from other local, state, and national foundations and private and corporate support.

#### **To Apply:**

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications and resume in PDF format to [HR@kalamazoosymphony.com](mailto:HR@kalamazoosymphony.com). For best consideration, please apply by **June 9, 2023**. Position will remain open until filled. No phone calls, please. Background checks will be required on all final candidates.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual

orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at [KalamazooSymphony.com](http://KalamazooSymphony.com).