



**KALAMAZOO  
SYMPHONY**  
ORCHESTRA

**STAGE MANAGER / OPERATIONS ASSISTANT**

**Part-time**

**JOB OPENING | May 2021**

The Kalamazoo Symphony Orchestra is seeking qualified candidates for a Stage Manager / Operations Assistant to join our collaborative, enthusiastic team. You will report to the Director of Operations. This is a part-time position, requiring some evening and weekend work.

Founded in 1921, the Kalamazoo Symphony Orchestra is Southwest Michigan's premiere musical organization and the state's third largest orchestra. Serving Michigan's sixth largest metropolitan area, the KSO provides more than 40 concert performances each year and reaches more than 31,000 adults and youth annually through exceptional symphonic music, world-class guest artists, and a vibrant educational program.

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 Stage Manager/Operations Assistant 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, stage staff, and equipment providers.

**Responsibilities:**

- Coordinate stage logistics in all venues, including load in and load out schedules, determining duties of venue staff and KSO stage staff, and coordinating with KSO musicians as to instrument and equipment needs.
- Oversee venue setup including correct risers, chairs, stands and other equipment for all rehearsals and concerts.
- Hire and supervise KSO stagehands as needed. Submit stagehand time sheets for payroll.
- Transfer KSO instruments and equipment to and from services.
- Anticipate musician working condition concerns, such as temperature, lighting or safety; and effectively problem solve any issues in these areas.
- Maintain KSO truck. Track and arrange for vehicle upkeep and repair, within budget guidelines.
- Attend Production and Staff meetings as required.
- Coordinate and provide stage and equipment needs to ensembles, education programs, auditions, and for other events as needed.
- 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.

- Serve as on-site supervisor for rehearsals or performances
- Assist with the planning and implementation of concerts and other projects
- Other duties as requested or assigned

**Qualifications:**

- Must have a positive attitude, strong problem-solving skills, be able to work as part of a high-functioning team
- Ability to lift, carry and move up to 75 lbs
- Must be available to work some evenings and weekends
- Valid driver's license and good driving record
- Ability to drive and maneuver a box truck

**Preferred Qualifications:**

- Knowledge of orchestra and/or theatre stage operations, technology and communications, union contracts
- Familiarity with venues in Kalamazoo (Miller Auditorium, Chenery Auditorium)
- Familiarity with Microsoft Office Suite, Google Drive, Zoom, Adobe Acrobat

**Other Requirements:**

- Mobile phone and access to home or offsite internet service
- Attendance at the majority of orchestra rehearsals and performances

The Kalamazoo Symphony offers a competitive hourly wage. This position is not eligible for benefits.

**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) by June 11, 2021. 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).