



Job Title: Operations and Stage Manager

Organization: GREATER AKRON MUSICAL ASSOCIATION, INC.

Job Type: FULL-TIME, PAID

Duties and Responsibilities: Greater Akron Musical Association/Akron Symphony Orchestra's (ASO) Operations and Stage Manager is responsible for artistic operations and community engagement activities for the ASO and other GAMA activities including: Akron Youth Symphony (AYS), Akron Symphony Chorus, Gospel Meets Symphony, Akron Youth Philharmonic (AYP), and other performance-related activities. This position reports to the Executive Director with a dotted line responsibility to the Music Director.

The ASO currently produces seven Classic, one Pops, one Gospel Meets Symphony, four youth orchestra, three summer parks, and one chorus concert per season. In addition, various hired engagements may take place.

Duties

- Oversees orchestra operations.
- Serve as stage manager for all ASO concert productions.
- Ensures positive relationships with orchestra personnel.
- Helps achieve the artistic goals of the strategic plan
- In conjunction with the Executive Director, monitors budgets for artistic, production, and educational programs for ASO, AYS, Chorus, Gospel, AYP and other performance-related activities.
- Collaborates with the Music Director, Executive Director, Associate Conductor, Chorus Director, and Gospel Meets Symphony Choirmaster to select guest artists, guest conductors, and programming.
- Provides the highest quality support and management for visiting artists.
- Oversees the rental and purchase of music (with Orchestra Librarian)
- Schedules and contracts performance venues for all performance-related activities.
- Establishes and maintains a production calendar.
- Ensures compliance with the AFM Master Agreement.
- Ensures compliance with the IATSE agreement.
- Develops and communicates all production information to appropriate area (stage hands, venues, etc.)
- Oversees transportation and handling of instruments, chairs, music stands and other performance-related equipment for ASO activities.
- Coordinates maintenance of instruments, piano tuning, instrument rentals, etc., for all performance-related activities.
- Contracts for rental of production equipment.
- Assures compliance with technical riders and other contractual obligations.

- Due to the nature of this position, evening and weekend hours are required.

Profile

The ideal candidate will:

- Possess a bachelor's degree in an arts or arts-management related field.
- Possess a working knowledge of the National Labor Relations Act and collective bargaining agreements.
- Have experience in orchestral and/or theatrical operations.
- Possess the highest level of interpersonal skills, both oral and written.
- Possess the highest level of professionalism and attention to detail.
- Possess knowledge and passion for the business of the arts, including working with artists and adherence to deadlines.

Annual Salary \$45,000

To apply, please send cover letter, resume, and references via email to Paul Jarrett, Executive Director, pjarrett@akronsymphony.org.

The posting will remain active until the position has been filled. The Akron Symphony Orchestra is an Equal Opportunity Employer.