



The Oak Ridge Civic Music Association (ORCMA) announces an **IMMEDIATE OPENING for Stage Manager of the Oak Ridge Symphony Orchestra for the 2024–2025 season in progress**. Reporting directly to the Music Director, the Personnel Manager is a valued and essential member of the contracted orchestra production team that also includes the Librarian and Stage Manager. **The stage manager may hire stagehands to help with duties the week of a concert or event.**

The fully professional Oak Ridge Symphony Orchestra typically performs several subscription concerts, a Family Concert, and an occasional pop-up concert seasonally. **Each symphony concert will include rehearsals on the Monday, Thursday, Friday, and Saturday leading up to each concert.** Chorus concerts will vary by the event. **Details for all the current concerts can be found at <https://orcma.org>.**

The Stage Manager is an independent contractor (not an employee) and is paid \$500 per concert, following each concert. Tax withholding services and other benefits are not included. Duties include, but are not strictly limited to the following:

1. Prepare the stage and the backstage dressing rooms for all rehearsals and concerts in consultation with the Music Director. This may include truck rental and/or transportation of equipment. (Rentals, purchases, acquisitions are all initiated by the Music Director.)
2. Visit venues and work with venue personnel to facilitate
 - 1.) venue rentals and scheduling
 - 2.) instrument and equipment use and/or transportation
 - 3.) set up and strike of the stage for all rehearsals and concerts
 - 4.) Sound and lighting needs. *Tech ability is a plus.*
3. Advise the Music Director of stage set up options and needs and create concert timelines.
4. Hire and manage stagehands as needed for rehearsals and/or concerts, and submit stagehand payroll to the ORCMA office in a timely fashion. In coordination with the Executive Director.
5. Communicate rehearsal and performance information and setup to the performers and guest artists as needed.
6. Coordinate with Librarian for collecting music and scores after each concert and during stage re-sets.
7. Run or designate the running of sound/light boards if needed, and communicate with Front of House to coordinate backstage timeline during concerts.

Please email a cover letter and resume or any inquiries immediately to: joy@orcma.org

Thank you for your interest in the Oak Ridge Civic Music Association!