



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Stage Manager

Department: Operations
Office: Breckenridge – Seasonal
Location: Breckenridge, CO

Description: The Stage Manager works on a three-person production team. The production staff is also aided by the assistance of several Orchestra Members in the set-up and strike of the stage. The Stage Manager is expected to work closely and effectively with the Production Manager, Director of Operations (DoO), Orchestra Manager, Music Librarian, Music Director, and Guest Conductors to ensure clear communication regarding production needs and abilities for the festival among the staff and clear dissemination of this information.

Duties and Responsibilities: Assist the Production Manager in the daily functions and production needs of the festival including but not limited to: responsible for proper set-up of all rehearsals and performances, creation of stage plots for all rehearsals, assists in maintaining housekeeping of the Riverwalk Center (including offices, library, front of house, back of house, and all practice rooms), supervises the Production Fellow and Production Assistants as directed, assume manager-on-duty responsibilities including security of the Riverwalk Center, attend all staff and production meetings, assist in all production efforts necessary for run-outs and performances, assist in production needs for all festival events (rehearsals, workshops, sectionals, seminars, master classes, performances, special events), coordinate and assist in transportation of all production and percussion equipment including library boxed for run-outs, oversee and monitoring of all equipment and instruments to ensure proper handling and care, back-of-house duties and stage production requirements, responsible for enforcing and adhering to all OSHA standards and safety outlines implemented by the Town of Breckenridge staff and/or festival administration, pre-season and post-season set-up and breakdown of storage, instrument, and Riverwalk Center equipment, build props and assist with other minor construction projects, assist in sound and lighting needs for all rehearsals and performances including setting overhead lights and changing gels when needed.

Attire: Responsible for wearing appropriate "office casual" attire. Business or semi-formal dress is required at performances. A formal dress or suit is required for the Gala.

Qualifications: Previous orchestral and back-stage experience is required. Must be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner. Must work well under pressure and is willing to take directions and requests from many people while being able to prioritize tasks. The job requires manual labor: lifting trunks and equipment weighing up to 75lbs and transporting these trunks and equipment by use of a hand truck to the stage or transport truck for run-outs. This job may require driving large vehicles. Must be able to provide your own computer. Above all, must have a positive attitude and be a team player.



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Compensation: \$2,800 - \$3,200 (DOE), fully furnished housing, and weekly food stipend.

Duration: Arrive Monday, May 20 and begin work on Tuesday, May 21, 2019 – last work day Thursday August 1 and leave Breckenridge on Friday August 2, 2019.

Apply by Thursday, January 31, 2019: Send a cover letter, resume and a list of at least three references (include contact information and how you know them) to info@nromusic.com with "Stage Manager" as the subject line.