



CSO Stage Manager
Carmel Symphony Orchestra Job Description

Job Title: Stage Manager

Reports to: Supervised by the Artistic Director and Director of Operations

Job Summary: The Stage Manager is responsible for attending rehearsals and concerts as required by the Director of Operations. The Stage Manager will require physical labor of moving chairs, music stands, and instruments.

Job Duties and Responsibilities:

Pre-concert

- Coordinate physical set-up for necessary rehearsals and concerts.
- Secure music stands/chairs/stage/stand lights for any outdoor venues with Director of Operations
- Coordinate loading, transport, and unload any miscellaneous materials needed for rehearsals/concerts with Director of Operations
- Set height of music stand for Artistic Director as needed.
- Place scores for 1st half of concert on stand (in concert order)

Concert

- Be available for Artistic Director and Guest Artists as needed
- Remove scores from 1st half and replace with scores for 2nd half

Post-Concert

- Coordinate return of all materials after rehearsals/concerts (chairs, stands, stand lights, etc.) for all concerts.
- Other duties and responsibilities as assigned by the Artistic Director and Director of Operations.