



Position Description

Position Title:	Lehrer Vocal Institute Assistant Stage Manager
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	Monday, June 10 - Friday, July 27, 2024

Position Description

Serve as Assistant Stage Manager for three LVI presentations (4 performances total).

- Opera Scenes: Friday, June 21, 2024 (Hahn Hall)
- *Carmen*: Friday, July 12 and Sunday, July 14, 2024 (Granada Theatre)
- Creative Project directed by Mary Birnbaum: July 25, 2024 (Hahn Hall)

Position Responsibilities

- Attend rehearsals, production meetings and performances
- Develop prompt books, preset sheets, prop inventory/lists, run sheets, and additional supporting paperwork in conjunction with other members of stage management team.
- Run backstage elements of performances including the cueing of singers and IATSE crew
- Maintain production artistic integrity of production
- Work in conjunction with the costume team to manage fittings and call times.
- Deliver production call books and finalized paperwork to the production manager by the last day of agreement
- Other duties as assigned

Candidate Profile

The Music Academy values colleagues with diverse perspectives who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The Music Academy seeks up to three Stage Crew positions. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

The ideal candidate will demonstrate some, if not all, of the following:

- Knowledge of opera or classical music production
- Ability to read music
- Experience with technical theater
- Experience with ArtsVision a plus
- Excellent written and verbal communications skills

- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor

Additional Requirements

- Nights and weekends required
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- All administration, teaching artists, and fellows on campus must provide proof of COVID vaccination

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$18-\$23 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing is included during the summer residency for those not based in the Santa Barbara area. Lunch is provided on the Miraflores campus Monday-Friday for those not on the residential meal plan. Complimentary tickets are offered when available.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **LVI Assistant Stage Manager**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment and we value each employee's unique experiences and perspectives.

About the Music Academy

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Music Academy provides artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: the annual eight-week Summer School & Festival which trains up to 140 fellows ages 18-34 and presents more than 120 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the MAX (Music Academy Exchange) partnership with international orchestras; the Innovation Institute's Alumni Enterprise Awards; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, please visit musicacademy.org.