



Position Description

Position Title: Lehrer Vocal Institute Opera Stage Manager
Department: Artistic Operations
Location: Santa Barbara, CA
Status: Seasonal, Full-Time, Non-Exempt
Employment Period: Monday, June 17 through Sunday, July 14, 2024

Position Description

Serve as Stage Manager for LVI production of Georges Bizet's *Carmen* performing at the Granada theater in downtown Santa Barbara on Friday, July 12 and Sunday, July 14, 2024.

Position Responsibilities

- Attend rehearsals, production meetings and performances.
- Manage break, rehearsal, and performance call times.
- Record and distribute rehearsal & performance reports.
- Maintain production contact information.
- Develop prompt books, preset sheets, prop inventory/lists, run sheets, and additional supporting paperwork in conjunction with assistant stage managers
- Call technical cues during performances.
- Maintain production artistic integrity of production
- Work in conjunction with the costume designer, assistant Director & LVI Coordinator to manage rehearsal and schedule
- Ensure industry standard safety practices are followed
- Maintain stage management kits and supply inventory
- 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 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 \$20-\$24 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing during the summer residency and travel is offered for those not based in the Santa Barbara area. Meals provided during staging rehearsal period on the Westmont campus. 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 Carmen 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.