



## Position Description

<b>Position Title:</b>	Lehrer Vocal Institute Assistant Stage Manager
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-Time, Non-Exempt
<b>Employment Period:</b>	Monday, June 9 - Wednesday, August 6, 2025

### Position Description

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

- Opera Scenes: Friday, June 27, 2025 (Hahn Hall)
- *Don Giovanni* directed by Mo Zhou: Friday, July 18 and Sunday, July 20, 2025 (Granada Theatre)
- Creative Project directed by Mary Birnbaum: August 5, 2025 (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

### **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](mailto: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.

### **Our MISSION**

The mission of the Music Academy of the West is to provide classically trained musicians and diverse audiences with transformative educational and performance experiences. We support musicians to expand their talents, inspire each other, and pursue artistic innovation.

### **About the Music Academy of the West**

Located in Santa Barbara, the Music Academy of the West creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Academy provides classically trained musicians and diverse audiences with transformative educational and performance experiences. The Music Academy's programs include an annual eight-week Summer School & Music Festival (June 15 through August 9, 2025) which trains up to 150 fellows ages 18-34 and presents more than 130 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir that performs with local, national, and international partners; the innovative Alumni Enterprise Awards; and Mariposa Concert Series.

For more information, please visit [musicacademy.org](http://musicacademy.org).