

## Bridgehampton Chamber Music Festival

### Position: 2022 Festival Production/Stage Manager

FULL-TIME TEMPORARY

Primary Contact: Executive Director

Applications are open until positions filled.

To apply, please email a current resume and cover letter to:

Michael Lawrence

Executive Director

[michaellawrence@bcmf.org](mailto:michaellawrence@bcmf.org)

212.741.9073

Dates of Employment & Time Commitment:

- Pre-Festival Meetings: TBD 1-2 days in early July, 2022.
- Festival Dates: July 18- August 21, 2022
- Please note that this is a time-heavy commitment. Span of day is often 8:30am-late night. Any conflicts need to be reported at the time of application.

Description of Responsibilities:

- Lead all production aspects of the festival, including, but not limited to, set-up/tear down of main performance venue (Bridgehampton Presbyterian Church), and off-site venues; setting up lighting in main performance venue; professional running of all rehearsals, performances and other venue related activities throughout the duration of the Festival.
- Review upcoming schedules to ensure smooth operation of the day's events, and discuss concerns with the Executive Director.
- Oversee part-time production help.
- As Stage Manager, create stage diagrams and rehearse stage changes with the stage team for each concert. It is very important that all stage changes are fully rehearsed in concert order before each concert. Act as the run crew for every performance.
- Maintain a safe and clean area onstage, backstage, in the green room, and anywhere that staff or artists will have access to in each venue.
- Ensure the stage and green room are clean and stocked with appropriate necessities (paper goods, tables and chairs, etc.)
- Stock & refresh the green room and kitchen each day. Make shopping trips for items that need replacing.

- Attend to artist needs at all times.
- Maintain the highest level of communication with the Executive Director.

Requirements:

- Minimum of 3 years production experience, classical music production greatly encouraged, festival experience a plus.
- Experience with Wenger portable staging, and concert lighting equipment, preferred.
- Must be self-directed and take initiative to complete the tasks assigned at all points throughout the festival, anticipating problems and offering solutions.
- Required work often includes heavy lifting (stage units, heavy furniture, lighting equipment).

Additional Information:

- DRESS CODE: Daytime Dress Code: Casual and comfortable, jeans are allowed, closed-toed shoes at all times. Concert Dress Code: Business dress – all black pants, black shirts, black socks & shoes. No jeans or sneakers.
- Housing is provided in a shared house in Sag Harbor with other Festival Staff.
- Production/Stage Manager is responsible for his/her own transportation to and from work.
- Staff members receive a per diem of \$25 for miscellaneous personal expenses.

Salary is commensurate with experience.

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