



DIRECTOR OF STAGE PRODUCTION

Colorado Symphony Association (CSA) | Job Description

Title: Director of Stage Production
Department: Artistic Programming
Reports To: Chief Artistic Officer
FLSA Classification: Full Time, Exempt
Supervisory Responsibilities: Yes

Position Profile

The Director of Stage Production is responsible for ensuring the smooth, timely, and efficient execution of all stage operations for the Colorado Symphony. This role oversees all stage-related logistics at Boettcher Concert Hall and other performance venues as assigned. The ideal candidate is highly organized, experienced in stage management, and possesses a deep understanding of concert production, any artists' needs, and orchestral performance logistics.

Essential Duties and Responsibilities

Rehearsals & Stage Operations:

- Ensure all stage equipment, instruments, and technical setups are in working order and properly arranged within the timelines outlined in the labor agreement.
- Work closely with the Senior Manager of Classical Programming and Senior Manager of Popular Programming to schedule IATSE stagehands and coordinate venue needs with the City of Denver and other external venues.
- Arrange and oversee piano tunings, as well as coordinate the delivery and departure of instruments.
- Oversee sound and lighting requirements in accordance with artist contracts and technical riders.
- Manage dressing room assignments and maintenance to meet artist standards in coordination with the house crew.
- Facilitate backline needs, ensuring timely delivery and proper setup.
- Advance productions with external partners, collaborating closely with the Senior Manager of Classical Programming and Senior Manager of Popular Programming.

Pre-Concert Responsibilities:

- Ensure the venue is fully prepared for performances, including coordination with front-of-house staff.
- Maintain the official clock for all services and provide the orchestra with accurate call times.

- Oversee and manage the proper flow of stage entrances and exits for musicians and guest artists.

Post-Concert Responsibilities:

- Ensure the facility is properly secured before departure.

Administrative Responsibilities:

- Oversee all logistics to ensure the orchestra's operations run smoothly during official services.
- Communicate and coordinate schedules and needs with the house crew and third-party vendors.
- Maintain an ongoing schedule of the house crew to ensure stage readiness for rehearsals and performances.

Budget & Planning:

- Manage stage production costs in alignment with budget guidelines established by the Chief Finance Officer.
- Prepare and submit payment requests for all budgeted expenses, obtaining approval from the Chief Artistic Officer.

Other Duties:

- Perform additional responsibilities as assigned to support the overall success of the Artistic Operations team.

Qualifications and Capabilities

Education & Experience:

- Bachelor's degree in music, performing arts, technical theater, or a related field preferred.
- Minimum of 3-5 years of direct stage management experience in orchestral, theater, or live event production required.
- Knowledge of classical music, popular music, orchestra operations, and event production strongly preferred.
- Experience working with IATSE stagehands, venue managers, and artist relations is a plus.

Skills & Abilities:

- Strong organizational skills with the ability to handle multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- Excellent interpersonal and communication skills, both verbal and written, with the ability to work effectively with musicians, guest artists, staff, and external partners.
- Knowledge of stage production elements, including lighting, sound, and backline requirements.

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook); knowledge of SharePoint preferred.
- Attention to detail and ability to anticipate logistical needs for rehearsals and performances.
- Ability to work collaboratively with a diverse range of personalities in a professional and tactful manner.
- Experience advancing performances, managing production schedules, and troubleshooting technical challenges.

Physical Demands & Work Requirements:

- Must be able to lift and move equipment as required for stage setup.
- Frequent evening and weekend hours and holidays required to accommodate performance schedules.
- Must have a valid driver's license and access to reliable transportation for off-site events.
- Ability to remain on feet for extended periods and handle the physical demands of an active stage management role.

Supervisory Responsibilities

- Responsible for managing and overseeing IATSE stagehands, ensuring efficient setup, breakdown, and transitions for rehearsals and performances.

Compensation and Benefits

- Salary range **\$85,000 – \$95,000** commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Paid Family and Medical Leave Insurance, 50% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;

- Work from home up to two days a week flexibility

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **JOB TITLE** in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.