

Title of Position:	Top of the Park (Rackham) Stage Manager
Location:	Ann Arbor, MI
Web Site:	A2SF.org
Estimated Hours Required per Week:	5 hours per week (as needed) May, 35-40-avg hrs per week June – July
Wage:	Flat gross contract fee based on experience

General Purpose of Position:

The Ann Arbor Summer Festival seeks a seasonal stage manager to oversee all activities on the Rackham Stage at Top of the Park. This includes the advance and execution of 50+ musical performances, outdoor cinema series, and various sponsor call-outs, community recognitions, etc.

Duties Include:

- Advance by phone and email all Top of the Park Rackham Stage performers at least Fourteen (14) days ahead of scheduled engagement to confirm performance date, time, working conditions, parking, loading and unloading zones, equipment needs, volume restrictions, and merchandise sales.
- Attend planning meetings and participate in the discussion of AASF policies, audio, video, stage, and logistical needs at TOP. Consult with AASF staff and TOP management regarding lighting, audio/video booth set-up, security, and other issues of mutual concern.
- Under the direction of the Production Manager, oversee all working hours of Top of the Park "Set Up" during the five days before opening night, and the "get-out" or strike following the final Sunday performance.
- Ensure that performers show up in a timely manner, park appropriately, and begin and end their performances according to schedule. Serve as contact person and liaison between AASF staff and performers to ensure that there is good communication regarding food, beverages, parking, merchandise sales, bathrooms, etc.
- During the festival event dates, act as the direct second-in-command to the Production Manager acting as point person site technical and power issues as needed.
- Under the direction of the Production Manager, maintain event safety, ensure site power is operating correctly, address with appropriate team members' issues of weather, crowd, and emergencies when Festival Production Manager is not available.
- Collaborate with AASF staff and guest Emcees to facilitate performer introductions and announcements from the stage, and make those announcements before or after each performance, when necessary. Serve as the alternate Emcee as needed, following event script.
- Serve as a contact person and liaison with Festival Production Manager other technical contractors, Aerial Audio, Quest Productions, and the U-M Film Services that provides the projectionists and projection gear for TOP.
- Ensure that appropriate audio gear and a competent audio engineer have been reserved to do the live sound and monitor mixing. Properly brief audio engineer on upcoming performances, and provide with stage plots, tech riders, microphone and monitor needs, etc. for each performer in advance.
- Support audio engineer, Production Manager, and bands throughout nightly load-in to striking the stage, weather events and securing the stage equipment and audio booth before leaving.
- Under the direction of the Production Manager, appropriately manage the inflatable movie screen, audio, and video support of cinema screenings during the festival. This includes safety precautions and appropriate storage after use.
- Obtain full W-9 information for payment of each artist (if not provided) and pay each artist and stage emcee Festival checks provided each week by the General Manager.
- Ensure the safety and security of performing artists, production people, and gear in the event of inclement weather. The decision to call off or end an event, due to weather, is done in consultation with AASF staff and other Top management.
- Assist in monitoring area radar to be aware of any developing storms, and if the Production Manager decides to close Top, broadcast this decision using the sound system, and help secure all equipment
- Attend short post-production meeting and provide the General Manager a written overview of suggested improvements for future seasons in your area.
- Perform other duties as assigned

Qualifications/Requirements:

- Minimum 3 years of experience in stage management and production stage work, preferably in professional live performance.
- Knowledge of the music/entertainment industry and experience coordinating live performing arts activities.
- Demonstrated resilience and the ability to handle long hours and a fast pace with a positive attitude.
- Independently motivated, mature; working with exceptional integrity and team leadership.
- Excellent communication skills (verbally and written) and ability to communicate with diplomacy, professionalism, and graciousness.
- Demonstrated ability to make sound decisions under stress.
- Ability to handle the public with professionalism in a backstage environment.
- Must also be able to lift and carry 30-75lbs.

Submission:

Please submit a cover letter with contract fee expectations, general availability, and a resume with references to Mike Michelin at michelon@a2sf.org

- Candidates are asked not to request submission status via email or phone.
- If your qualifications match current openings, you will be contacted directly
- Position will remain open, until filled. Resumes are kept on file for future consideration