

Title of Position:**2018 Top of the Park Acoustic Stage Manager**

Location:

Ann Arbor, MI

Web Site:

A2SF.org

Est Hours Required per Week:

5 hours per week (as needed) May, 30-40-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 Acoustic Stage at Top of the Park. This includes the advance and execution of 50+ musical performances, and various sponsor call-outs, community recognitions, etc.

Duties Include:

- Advance by phone and or email all Top of the Park Acoustic 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, merchandise sales and recording options, etc.
- Attend planning meetings and participate in the discussion of audio, stage, and logistical needs at TOP. Consult with AASF staff and TOP management regarding lighting, audio/video, security, and other issues of mutual concern.
- 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, merch sales, bathrooms, etc.
- 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, thanking the correct sponsors and previewing upcoming bands and films, when necessary following event script.
- Properly brief Acoustic Stage 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, and artists throughout nightly load in to striking the stage, weather events and securing the stage equipment and audio booth before leaving.
- Obtain full W-9 information for payment of each artist (if not provided), oversee merchandise settlement, and payment of each artist and stage emcee with 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 made by Festival Production Director in consultation with other TOP staff.
- Attend short post-production meeting and provide the General Manager a written overview of suggested improvements for future seasons in your area.
- Support other event staff as needed.
- Perform other duties as assigned

Qualifications:

- 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.
- Demonstrable resilience and the ability to handle long hours and a fast pace environment 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 extreme 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.
- Sober work environment

Submission:

Please submit a cover letter with 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.