

## JOB DESCRIPTION

Title: Stage Assistant

Classification: Non-Exempt

Hours: Mondays and Thursday evenings, plus additional Friday and weekend hours for concerts and events; average 4-10 hours per week, September to May.

Compensation: \$11.50 per hour

Start Date: Mid-February

Reports To: Production Manager; occasional duties under Executive Director

Manages: none

Bremerton Symphony's Mission: We are YOUR Symphony – bringing West Sound communities together by sharing a passion for live music, preserving our rich history, and providing educational opportunities for all.

Position Summary: The Stage Assistant supports the Production Manager by unloading and loading musical instruments and equipment for concerts and events, helping in backstage activities at concerts and events, aiding in various tasks for performances and events, and helping set up and tear down chairs and stands at rehearsals and concerts, according to an approved stage plot.

Support Symphony productions:

- Complete set up of performance and rehearsal spaces according to approved stage plots, ensuring accuracy and attention to detail, in a timely manner according to published start times on rehearsal calendar.
- Work with Production Manager to ensure safety of all artists, crew, and staff before, during, and after main stage productions.
- Properly and safely transport instruments and equipment to and from venues.
- Follow dress code and organizational code of conduct.
- Support community appearances with assistance transporting and setting up stands and chairs as needed.
- Respond in a timely manner to all communication from administrative office.
- Occasional help in box office, cross-training on Arts People software required.
- Other duties as requested.

Qualifications:

- High school diploma and minimum of two years of relevant experience.
- Accuracy and high attention to detail.
- Communication skills: fluency in the English language, especially grammar and spelling. Ability to draft text and proofread written documents.
- Proficiency with data entry and accurate cash handling required.
- Certificates, licenses, registrations: maintain a valid driver's license with good driving record; proof of insurance required.

- This position requires transport of materials between venues. As such, access to a reliable vehicle and comfort safely operating a UHaul truck is required.
- Clear Washington State background check
- Ability to lift up to 40 pounds and transport heavy items safely utilizing moving equipment.

**Work Environment and Conditions:**

Bremerton Symphony has a non-smoking office located in downtown Bremerton with provided nearby reserved parking. The noise level is low to moderate and there is very limited exposure to physical risk.

The performances take place at (drug, tobacco, and alcohol free) Bremerton High School Performing Arts Center, with equipment stored at Masonic Lodge and Saint Luke's Church. There is a moderate amount of lifting, loading, reaching, and bending associated with productions, with moderate exposure to physical risk. As such, a clear knowledge of technical theater safety and proper stage practices will ensure safety of the individual, and clear training of stage crew on same will ensure their safety and wellbeing.

**At Will Employment; Performance Reviews:**

Employment will be on an at-will basis and may be terminated at any time for any reason upon written notice. A performance review will be scheduled within the first six months of employment and at least annually thereafter. Bremerton Symphony is an equal opportunity employer.

To Apply: Send a resume and letter of interest to [MAbad@bremertonsymphony.org](mailto:MAbad@bremertonsymphony.org) no later than Feb. 15.