

Position Title: Stage Manager
Team: Operations

Reports To: Production Manager

Position Summary

The Stage Manager provides essential support to the Production Manager and the Operations team, performing assigned concert operations activities, and proactively maintaining a safe and friendly backstage environment. The Stage Manager is responsible for executing tasks surrounding Colorado Springs Philharmonic live performances and rehearsals at the highest level.

In coordination with the Production Manager, the Stage Manager is responsible for the advance and execution of technical, production, and stage management details for all events including set/strike and concert stage management.

Primary Responsibilities

1. Rehearsal and Performance Oversight

- Actively participate in the set-up of all instruments, stands, chairs, and the podium, as well as lighting, sound, climate control, risers, and platforms where required, and any other special performance requirements for all concerts and rehearsals. Supervise and direct stagehands and Production Assistants in the same.
- Attend rehearsals, concerts, performances, and other orchestra services as required, mainly on nights and weekends.
- Ensure operational compliance with AFM CBA work rules.
- Ensure that the physical work environment for the orchestra, conductors, guest artists, and crew is safe and conducive to music making at the highest level.
- Ensure backstage facilities are in order. This includes providing proper lighting, tables, and chairs when needed, safe storage for instrument cases, and other items as required or needed.
- Manage the flow of each performance, including directing personnel at the start of concerts and intermission.
- Responsible for calling shows and making all required stage moves during a performance or rehearsal and/or directing Production Assistants and stagehands to make all required moves.
- Ensure orchestra and guest artist dressing rooms and warm up areas are available, have proper signage, and maintain proper temperatures in accordance with the CBA.
- Ensure orchestra, conductor, and guest artist hospitality needs and logistics are met.
- Troubleshoot daily musician needs in a calm, timely, and effective manner.

2. Communication

- Ensure the needs of the Music Director, conductors, guest artists, and orchestra are met and communicated to CSP staff members and venue personnel as needed.
- Maintain a friendly and positive environment in all interactions with musicians, crew, staff, artists, venue, and guest production personnel.
- Coordinate and communicate logistical needs to venue personnel in support of other CSP departments including Development, Marketing, Center for Future Audiences, Patron Services, and the Music Library.
- Convey any program or rehearsal order changes to the Personnel Manager and orchestra in a clear and timely manner.
- Create performance reports with input from other CSP departments and venue staff.
- Act as Choir Liaison and assist Music Director and Choir Director(s) in communication and administrative duties.

3. Logistics and Planning

- Attend production meetings as needed (both virtual and in-person).
- Maintain complete, timely, and accurate concert production information.
- Execute final concert production paperwork to include stage plots, production schedules, crew calls, venue tech sheets, crew run sheets, lighting, sound, and video sheets as needed.
- Finalize backstage security lists and coordinate loading dock usage and parking.
- Coordinate and schedule piano tuners.
- Responsible for safe transport and storage of Philharmonic equipment.
- Proactively initiate conversations with Operations team and/or venue representatives about any production issues as they arise and advise of areas of potential improvement.
- Track musician hospitality inventory.
- Maintain inventory of all stage and production equipment and regularly consult with Production Manager on maintenance and upkeep and advise on needs for additional rental or purchase of said equipment.
- Other duties as assigned

Qualifications and Skills

- A minimum of 4 years professional experience in concert production and/or stage management.
- Ability to read music and knowledge of orchestra or other musical entertainment operations strongly preferred.
- Experience with large and small choirs a plus
- A collaborative, positive, and flexible attitude; ability to work in, build, and foster a team atmosphere; and a genuine commitment to the Philharmonic's culture and mission.
- Flexibility in a changing, fast-paced environment- ability to prioritize tasks is a must.
- Excellent written and verbal communication skills, with impeccable attention to detail and the presence to represent the Philharmonic compellingly to venues, vendors, patrons, artists, and the public.
- Proficiency with Microsoft Office suite including Word, Excel, and Outlook.
- Exceptional organizational and management skills.
- Knowledge of technical theater elements, including lighting, audio, and video.
- Ability and willingness to perform all duties required of stagehands and stage crew.
- Physical abilities: Lift, push, pull heavy objects (ability to lift 25 pounds and move 75 pounds); work in an environment that is loud at times (earplugs provided); work in both dark and bright environments.

This position requires availability during irregular hours, including evenings and weekends.

Status, Compensation, & Benefits

The Stage Manager is Full Time, Exempt. Salary range \$47,000 - \$57,000, commensurate with experience. Employer is open to seasonal employment with summers flexible, to be discussed. The Colorado Springs Philharmonic offers a competitive benefits package including individual health/dental/vision, paid time off, SIMPLE IRA with 3% employer match, free access to building-provided fitness center, garage parking, and concert tickets as available.

Applications

Send cover letter and resume to Beth@cphilharmonic.org as a single PDF file by September 1, 2026.