



Stage Production Manager

Reports to: President/CEO

Hours: Variable, estimate of 10-30 hours each performance week, typically 8-10 performances per year.

Pay: \$18-\$22/hour

Location: Rochester, MN and surrounding region

Summary of primary job functions

While the Stage Production Manager reports to the President/CEO, they also work closely with the Music Director and with musicians to plan stage equipment sourcing and to implement rehearsal and concert stage management including set-up and breakdown of equipment for rehearsals and performances. This role requires attention to detail, timely and professional communication, the ability to meet deadlines and to make decisions in sometimes-stressful moments of live performance.

Duties and responsibilities

- In consultation with Music Director and President/CEO, determine and coordinate production needs (chairs, stands, choral risers, percussion equipment, microphones, etc.) for rehearsals and concerts.
- Set up the stage for each rehearsal and concert – chairs, music stands, conductor podium, microphones, RS percussion equipment, and assist musicians to transport instruments as requested.
- Be available during rehearsals and concerts to support musicians, guest artists, and Music Director.
- Coordinate light/sound cues and manage stage changes during concerts, liaising with venue staff to ensure smooth artistic performances.

Qualifications

- Excellent computer skills required include Microsoft Office Suite, Google Suite, and web-based platforms.
- Professional and clear communication skills both in-person and in writing.
- Ability to understand and recall stage needs specific to live orchestral and choral music.
- Flexibility in schedule to consistently work rehearsal and concert evenings and/or weekends as needed (2026-27 event schedule attached).
- Must have reliable transportation, be able to safely lift up to 50 pounds, and move swiftly in high pressure situations.

The successful candidate will be attentive to detail, will show evidence of ability to work efficiently and independently, communicates clearly and professionally, will consistently meet deadlines, and will contribute to a collaborative working environment.

Work Environment

- Fast-paced, physically demanding setting requiring troubleshooting skills and flexibility.
- Indoor and outdoor venues may be used.
- Standing for extended periods and working under tight time constraints.

How to Apply

Interested candidates – please send a resume and cover letter along with the names, email addresses and phone numbers of two professional references to: amyl@rochestersymphony.org

Applications will be reviewed as they are received. Applications received by September 4, 2026 will receive full consideration. Rochester Symphony is an equal opportunity employer.