

Stage Manager Intern (3 positions) *Reports to Production Stage Manager*

Music@Menlo is seeking three Stage Manager Interns for its 2024 season. Playing a key role on the production team, interns will be responsible for all production and technical activities including staging, lighting, choreographing and executing stage changes, live streaming, and strike. Each intern will have the opportunity to take a leadership role in stage managing multiple performances. Stage Manager Interns are supervised by the Production Stage Manager and will have the opportunity to interact with internationally renowned musicians.

Responsibilities

Pre-festival:

- Learn the complete production schedule including when and where all events will take place
- Become familiar with festival staff and artist roster
- Assist with preparation of all concert and event spaces including stage load-in and installation, lighting and audio load-in and setup, outdoor concessions setup, and classroom setup
- Assist with stage assembly which includes moving large, heavy pieces of stage deck
- Conduct inventory management and purchase supplies and equipment as needed

During the festival:

- Assist with daily preparation, maintenance, cleanup, and closing of all rehearsal, performance, and outdoor spaces
- Work directly with guest lecturers and technical director in preparing, setting up, and running multimedia presentations
- Attend all rehearsals and concerts and provide proactive assistance to the musicians and production staff
- Operate digital video cameras and audio for the live streaming of concerts and lectures
- Run all events including coordinating stage changes, running lighting, monitoring backstage areas, and ensuring safety and security of artists
- Assist with concert/lecture lighting preset and running; assist with organizing and calling backstage cues including stage and lighting changes and artist entrances
- Assist with green room refreshment preparation and cleanup
- Assist other intern teams and staff with event setup including outdoor merchandise and concession areas

Qualifications

The ideal candidates will have strong time management skills as well as organizational and interpersonal skills; ability to be proactive and anticipate needs of artists and team members; impeccable attention to detail; positive energy and a willingness to pitch in and be a team player wherever needed. Through this internship, interns will have the ability to further develop these job skills as well as learn new skills. The position requires flexibility, stamina, and the ability to thrive in a fast-paced environment. Interns must be open to receiving feedback and guidance throughout the course of their internship. An interest in chamber music is helpful, but not required.

In addition, the following qualifications are required to ensure a meaningful, well-rounded experience for interns:

- Stage crew experience or general working knowledge of theatre productions and/or concerts
- Position can be very physical. Must be able to move heavy objects including the ability to lift and carry up to 25 lbs. Must be able to traverse stairs and move about campus and backstage areas easily.
- Organized, professional team player; ability to problem solve, be quick on your feet and remain calm in a fast-paced environment
- Ability to track details from rehearsal to concert and be responsive on a moment's notice

Preferred

- Interest in pursuing a career in technical theatre, stage management, or arts management
- General knowledge of stage lighting systems
- Experience with audiovisual equipment such as LCD projectors, wireless mics, and sound amplification equipment
- Knowledge of classical music helpful

Dates, Compensation, Work Hours, Misc. Info

Internship dates are July 10 through August 13, 2024. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$16.00 per hour. Due to the nature of the festival with daily events, the work schedule will vary to include various forty-hour work week shifts, which may begin mid-week and will include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check. Minors will be required to secure a State of California minor work permit before commencement of and as a requirement for employment.

Our full-time interns are eligible to participate in our generous benefits package for the duration of their assignment, starting in the month following date-of hire, including comprehensive group insurance plans, retirement plan with exceptional employer contributions, and lunch on site during the festival.

Interns will be responsible for securing their own housing and transportation arrangements. Housing is available at Menlo College, a short five-minute walk from the Music@Menlo office. Interns will coordinate directly with Menlo College if choosing to reside there.

In addition, interns will may be available the following:

- On-the-job training and hands-on experience working with the organization's staff in a professional, supportive environment
- A broad perspective on the many components that form an internationally renowned classical music festival
- Free tickets to select performances, subject to availability and schedule demands
- College credit, work study, independent study, and/or cooperative learning programs may be available through your college or university. Participants may arrange for academic credit through their school, if desired.

Health and Safety Guidelines

All interns are required to complete a full-course of COVID 19 vaccination(s) at least fourteen days prior to contract start date and show proof of vaccination before being allowed on the Menlo School campus. All interns are required to follow and adhere to all COVID-19 procedures and standard guidelines mandated by the State of California and San Mateo County, and can change from time to time without notice.

To Apply

Complete the application form at www.musicatmenlo.org/about/internships and send with cover letter and résumé and upload cover letter and résumé using the links on the application form.

Preferred deadline: February 15, 2024, or until positions are filled. Interviews to be scheduled for late February.

About Music@Menlo

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.

About the Arts Management Internship Program

Music@Menlo's internship program is ideally suited for motivated individuals who are eager to learn about the field of arts management and related work areas in a professional setting. An internship with Music@Menlo offers invaluable training and mentorship towards a professional career in arts management or nonprofit administration. Through on-the-

job training and hands-on experience, interns gain practical experience and develop professional skills to take them into the next stage of their career development.