UM Productions Stage Manager

UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at The University Of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic applicants shall be considered.

JOB SUMMARY:
This position hires, trains, and manages a student crew to support all labor needs for UM Productions, including concerts and special events. The Stage Manager must work closely with the UM Productions Director, Coordinators, Advisors, UC Audio and Lighting Technical Directors, the Assistant Stage Manager, student crews, and collaborate with touring show crews from around the world. The Stage Manager is supervised by the UM Productions Director in all matters of recruiting, hiring, and managing student crews. UC Audio and Lighting supervises most technical aspects, but the Stage Manager is responsible for all matters of safety for the student crew.

QUALIFICATIONS:
• Outgoing person with excellent communication skills
• Ability to maintain relations with various students, staff, and road crews.
• Possess excellent organizational skills
• Ability to work within tight time constraints, adept stress management is key
• Strong oral and written communication skills
• Self-motivated, willing to take the initiative to complete tasks
• Experience with Excel and billing is a plus
• UM student taking six or more credits and currently in good standing with the University

EXPECTATIONS AND RESPONSIBILITIES:
• Work closely with Assistant Stage Manager to find a reliable and hardworking group of students for a stage crew
• Work within an identified budget
• Ensure all employees complete appropriate hiring cards and paperwork prior to starting work
• Ensure accurate, complete, and timely submission of time cards for all crew members
• Work with UC Audio & Lighting Technical Directors and/or event production staff to determine, coordinate, and schedule support staff, including schedules for load-in and load-out.
• Obtain and keep a copy of the artist’s rider for reference when appropriate.
• Maintain a good working relationship with crew members, all event coordinators, technical director(s), and performers/artists/speakers to insure successful execution of activities and events
• Ensure that all equipment is appropriately loaded, transported, handled, and in place for an event, and is safely returned to specifically designated storage areas upon event completion
• Maintain accurate records
• Hold daily office hours
• Attend employee meetings, post and pre production meetings and training
  ◦ Van Defensive Driving Course required or hold a current CDL with a passenger endorsement
• Estimate and create final stage crew bill
• Help ensure a safe work environment
• Other duties as assigned by the UM Productions Director and Advisors

IN RETURN YOU GET:
This position is an excellent opportunity to learn and work in the entertainment field, develop important business skills, and experience group dynamics. This is a 12-month position which pays Minimum wage + $.50 per hour for all office work. Weekly hours vary and are dependent upon the requirements and number of events booked. **This position will require a minimum of 5 hours per week in the office.** On show days, the wage for this position will be $9.30 per hour. All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.