



## Sewanee Summer Music Festival 2023

### **Orchestra Manager**

*2 positions*

#### Appointment

June 12 - July 18, 2023

Successful candidates will need to arrive in Sewanee no later than June 13th, 2022, and be available for online training sessions (appx 4 hours) starting June 1st. Training sessions will be compensated at your regular hourly rate.

#### Reports to:

John Kilkenny, Executive Director

Rob Esposito, Summer Operations

#### Job Description & Responsibilities

Orchestra Managers will be the direct point of contact for all orchestra activities relating to their designated orchestra. Specific responsibilities include:

#### Primary responsibilities

- Work with conductors to create daily/weekly rehearsal schedules
- Create weekly orchestra rosters based on faculty assignments
- Ensure that the orchestra librarian has all rosters, rehearsals schedules, and any other pertinent information as far in advance as possible.
- Ensure music is collected at the end of each week and returned promptly to the library
- Create stage plots and run sheets for weekly orchestra concerts.
- Work with the production team to ensure concert logistics run smoothly.
- Stage manage orchestra concerts in conjunction with the other orchestra manager
- Attend/facilitate weekly production meetings with the Production Manager, Operations Manager, and conductor.
- Working with the Operations Manager(s) to ensure all spaces are properly reserved for sectionals, and faculty coaches have the information and materials required.
- Work with Production Manager and Operations Manager to oversee stage crew work-study students.
- Work closely with the production manager to provide production support for all festival activities including studio classes, faculty chamber rehearsals and concerts, and other festival events in addition to the major orchestra concerts.
- Stage Manage student chamber music concerts and assist with run-out performances.

- Provide support for the annual concerto competition auditions.
- Other duties as assigned

#### Desired skills

- Understanding of or ability to learn G-suite and Microsoft Excel
- Multitasking and the ability to work in a fast-paced environment
- This job will require many hours on your feet, as well as lifting heavy objects and moving equipment

#### Compensation

\$12.50-\$15.00 plus housing and meals

#### Other Information

- Successful applicants will have to pass a background check and drug test for employment
- This is a full-time staff position requiring evening and weekend hours for appx 4 weeks

**[To apply please visit \[ssmf.sewanee.edu/about-us/employment\]\(http://ssmf.sewanee.edu/about-us/employment\)](http://ssmf.sewanee.edu/about-us/employment)**

#### About the Sewanee Music Center

Now in our 66th season, the Sewanee Music Center has evolved under the Direction of John Kilkenny, to become one of the most important cultural landmarks in the southeast region. Boasting two full orchestras, an extensive chamber music program, the Jacqueline Arent Concerto Competition, and our newly created OperaFest, The Sewanee Music Center is truly an internationally recognized classical music training center. Sewanee is distinguished by its world-class faculty, dynamic guest conductors, exciting repertoire, and amazing performance opportunities. Our host institution, the University of the South, sits high atop the Cumberland plateau and boasts 13,000 acres of hiking, biking, and nature trails.