

**Job Title**

Music Stage Manager

**Office/Department**

Music

**Location (Building)**

King Chapel/Ringer Recital Studio,  
Armstrong Hall

**Supervisor**

Dr. Martin Hearne

**Number of Student Workers Employed**

3

**Job Wage Rate or Range**

Minimum Wage

**Position Summary**

Stage manager for all Music Department events.

**Principal Duties and Responsibilities**

Manage sound/light booth and recording for music events. Ensemble rehearsals set-ups/break downs. Staging the piano, music stands, chairs, etc. as needed according to nature of event (also for Music Mondays). Making sure the piano/organ is out on stage as needed. Usher for concerts/recitals.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

Music be available for evening and weekend work.

**Expectations**

**Working Conditions**

**Other**