

Job Description for Music Department House and Stage Managing

Hours: Vary. Don't expect to make your full Student Work award just through this job. It can provide some supplemental income, but we generally don't have as many hours to give out as everyone would like. Some months you might only work one or two shifts, others you might have as many as ten or eleven. Shifts can run anywhere from 45 minutes to 2 or 3 hours, it depends on the length of the program.

Attendance: If you sign up for a shift and then realize later that you are unable to work it, *it is your responsibility to find a replacement*. You also need to inform Barb Barth (barth@stolaf.edu) that you have switched with someone.

Attire: Stage managers always wear *all black*, please don't wear exercise pants, sweat pants, or jeans. House managers need to look nice for all shifts—no jeans, no t-shirts with logos, no pants with holes.

Job duties: You will be expected to work as both a house and stage manager.

- House managing—your most important task is handing out and collecting pink cards. You also run the lights for Studio A recitals.
- Stage managing—your purpose is to run the recital. You are in charge of any set changes, lights (in Urness), opening the door for the performers when they go onstage/offstage, etc.

Supervisors: The House/Stage Managing student trainer is Bob Kelly. The best way to get a hold of them is e-mail. Addresses are <kellyr@stolaf.edu>. They are the best source for questions about the responsibilities and duties of the positions.

Barb Barth (CHM 101) is the staff H/SM supervisor. She schedules all of the recitals and will post the monthly sign ups for House/Stage managing. She will send out e-mails about open shifts, additions to the monthly schedule, recital cancellations, etc.

Dan Dressen is the faculty H/SM supervisor, the link between the student workers and the faculty. He is a member of the voice faculty and the associate dean of the fine arts.

Training: In addition to the preliminary group training, new employees will need to stage manage two recitals under Bob's supervision, one in Urness and one in Studio A. You will be paid for training shifts.

Employment: Once hired, you are welcome to work as long as you are a student at St. Olaf. If at any time you decide that you are no longer interested in working as a House or Stage Manager, please inform Dr. Dressen and Barb. Your employment may be terminated as a result of poor job performance, missed shifts or inappropriate attire.

House Managers

Attire: Dress nicely, you are representing the music department, and it is a sign of respect for the audience and performers. Please don't wear jeans, t-shirts with slogans, sweatshirts, sweatpants, etc.

Shift times: Arrive 30 minutes before the recital. You are done when the audience has left.

What you should be doing:

1. Look for the SM and recordist when you arrive. If they aren't there yet, give them a few minutes. If they still aren't there 20 minutes before the program is supposed to start, try and find them or a replacement. A phone list is posted by the green room behind Urness.
2. Unlock the upstairs doors and turn on the lights in the entrances
3. Pink cards are kept in the bottom right PO Box. Programs will also be in this box unless it is a Junior or Senior recital, in which case the performer will have their own programs. Put most of the programs on a stand downstairs by the entrance at the back of the house and leave a few by the upstairs door.
4. Walk through the house and check to make sure that everything is clean. Recycle any programs that might have been left behind, water bottles from choir rehearsals (during Christmas Fest rehearsals), etc.
5. Check with the SM to see if they will need any help during the recital.
6. Open the house. Usually this should be 10-15 minutes before the recital, but make sure the performers are done rehearsing before you open.
7. Stand by the door while people are coming in. Smile. Hand out pink cards to students who want them.
8. When the SM is ready to start, they will look out the door by the lights. When they are ready, you can close the doors. Have a seat near the door.
9. People will inevitably try to come in or go out during a performance, try to minimize the sound from the door squeaking, banging, etc.
10. Please check off all of the performers who perform on a program. Note if there are personnel changes. This is so the correct people get credit for performing.
11. If there is an intermission, the SM will turn the house lights up. Open the doors when the lights are up, or during the applause for the last piece before the intermission. At the end of the intermission, the SM will flash the stage lights—gather people from the hallway and close the doors.
12. Open the doors at the end of the program. Either stand just inside or just outside and collect pink cards as people leave. Please note that you may not give out pink cards after the recital begins and you may not collect pink cards before the recital ends. You may also not give pink cards to anyone performing on the recital.
13. Put the program with performer corrections in the pink card box. Put a rubber band around the pink cards and push them THROUGH any mailbox so they drop onto the floor. Recycle any extra programs.

Name: _____

Signature: _____

I understand the rules and guidelines above

Stage Managers

Attire: All black. Black shirt. Black Pants. Black shoes.

Shift times: Arrive at least 30 minutes (1/2 and hour) before the beginning of the recital. Plan to stay for 10 or 15 minutes afterwards to make sure everything is clean.

How you ought to spend your time (do these things in this order):

1. Look for microphones hanging. If there are mics, there is a recordist, if they are not, there is probably no recordist yet. Call the recordist booth upstairs to check. If they still haven't shown up 20 minutes before the recital, you need to find a replacement. Please inform Dave Hagedorn (hagedord) if the recordist is a no-show.
2. Find the HM and get a couple programs from them, you'll need one to write down set-up things, and it's nice for the performers to have one if they want to look at it.
3. Introduce yourself to the performer(s). Find out what they need for set-up. Stands/stand extensions, chairs (or benches), piano position/stick position. Also find out if they plan to come off stage after each set, many people will, some won't. If you are asked to turn pages for the pianist, it is ok to say no if you are uncomfortable doing so. They can keep an eye on the audience for a student they know to help out
4. If you have a lot of big set-up changes, ask the HM for help. Let them know what changes you need help on, what you are going to move, etc. If you are going to be turning pages, it might be nice to have the HM backstage to open the door.
5. Check to make sure that the lights are set correctly—if you don't know how to set them find someone who does. The stage lights should dimmed before the recital and the house lights should be all the way up.
6. 10-15 minutes before the recital you should get the performers offstage. Double check to make sure that everything is set properly for the first piece and tell the HM to open the house.
7. Wait backstage with the performer and relax. Nervous energy will not help the performers, nor will it help you.
8. A minute or two before you are ready to start, call the recordist to make sure they are ready. Make sure you double check with the performers that they are in fact ready.
9. When you're ready to start: 1. Look out the door near the lights to tell the HM to close the house. 2. Raise the stage lights and dim the house lights. 3. Let the performers on stage. If you are turning pages, stand next to your chair while they bow and then sit. Don't stand until after the performers have bowed. It is ok to walk ahead of them as they leave so you can open the door.
10. Open the door for the performers as they are walking off.
11. If there is an intermission, turn the house lights up at the beginning. When you are ready to start again, slowly dim and brighten the stage lights. Call the recordist to let them know you're starting again.
12. At the end of the recital if the audience continues to clap after the performer has come offstage, let them back out for another bow. When the audience is done clapping, raise the house lights and dim the stage lights. You can turn the stage lights off now (once they're fully dimmed). As the audience is leaving you can start cleaning up the stage. Return any chairs and stands to where you got them. Make sure the newer Steinway gets locked if it was used. Cover the piano(s) if they were used.
13. Make sure the green room is clean when you leave, and turn down the house lights on your way out.

Name: _____

Signature: _____

I understand the rules and guidelines above