

2025 ASSISTANT STAGE MANAGER (2 Positions)

REPORTS TO:

Stage Manager

The Assistant Stage Manager will assist with the management of a professional concert series. They will also gain experience in the design, setup, and execution of lighting and sound needs for a variety of rehearsal/performance venues. Additionally, they will schedule and supervise the student work-study stage crew and may provide assistance in duties that are outside the stage management area.

The Assistant Stage Manager's areas of responsibility include (but are not limited to):

LIGHTING & SOUND

- Design and set up lighting plots for rehearsal and performance venues
- Set up and run sound equipment during rehearsals and performances
- Be responsible for maintaining lighting and sound equipment during the festival
- Collaborate with the Stage Manager and Guilford College facilities staff when needed

LOAD IN/OUT OF EQUIPMENT

- Transport equipment from locations both local and out-of-state to Guilford College
- Distribute equipment to rehearsal spaces around the Guilford College campus
- Gather and return all equipment at the end of the festival

MANAGEMENT OF WORK-STUDY STUDENTS

- Direct work-study students during work calls as set forth by the Stage Manager
- Keep track of student work-study hours to make sure that obligations are being fulfilled

MANAGEMENT OF REHEARSALS

- Transport equipment to rehearsal spaces as needed
- Set up and strike of rehearsals
- Be available to musicians and conductors before, during, and after rehearsal
- Remain on duty during rehearsal to resolve emergency and non-emergency issues

CONCERT PRODUCTION FOR MASTER CLASSES

- Transport equipment to performance venues outside the Guilford College campus
- Set up and strike of performances
- Be available to musicians and conductors before, during, and after concerts
- Perform backstage/onstage duties before, during, and after performances
- Perform any other duties as requested by the Stage Manager or Associate Stage Manager

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

STIPEND: \$1,400 stipend, plus room and board (if needed) and Cafeteria Meal Card OR \$300 food stipend.

ARRIVAL DATE: Sunday, June 22, 2025

DEPARTURE DATE: Monday, August 4, 2025

APPLICATION PROCESS

Please email your resumé, cover letter, and a completed EMF Summer Staff Application Form to jobs@easternmusicfestival.org with the subject line “EMF Summer Work.” Download the EMF Summer Staff Application Form from easternmusicfestival.org/employment/. Deadline for receipt of application is **February 27, 2025**.

QUESTIONS?

jobs@easternmusicfestival.org

(336) 333-7450 ext. 222

About Eastern Music Festival:

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF’s five-week 64th season is June 28 – August 2, 2025. For more information, visit easternmusicfestival.org. Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).