

Stage Manager (*Part-Time Contract Position*)

Reports to: Board of Directors and Music Director

Location: Various performance venues throughout Bay County

Compensation: Contracted, based on experience and scope

About the Role

The Panama City Symphony seeks a dedicated and organized individual to oversee stage setup, logistics, venue coordination, and front-of-house collaboration throughout the concert season. This part-time position plays a vital behind-the-scenes role in creating a seamless and inspiring concert experience for both musicians and audiences. The ideal candidate thrives in fast-paced environments, works collaboratively, and takes pride in the details that make every performance run smoothly.

Key Responsibilities

Coordinate stage layouts, setup, and tear-down for rehearsals and performances across multiple venues.

- Manage logistics for chairs, stands, risers, percussion, and large instruments.
- Work closely with the Music Director and venue personnel to ensure a safe, professional stage environment.
- Oversee load-in/load-out, and coordinate transportation for instruments and equipment as needed.
- Call the show: Lead the timing and execution of lighting, sound, video, entrances, and stage transitions to ensure a polished and unified performance.
- Maintain open communication with front-of-house staff to coordinate audience seating, house lights, and concert pacing before, during, and after each performance.
Maintain a clean, organized, and safe backstage and performance area.
- Serve as the primary point of contact for technical, venue, and front-of-house teams before, during, and after events.

Qualifications

- Prior experience in stage management, concert production, or technical theater.
 - Strong organizational and communication skills with exceptional attention to detail.
 - Ability to lift, move, and safely handle orchestral equipment.
 - Flexibility for evening and weekend work in alignment with the performance schedule.
 - A collaborative spirit and genuine interest in live music and community arts.
 - Reliable transportation for work across multiple venues in Bay County.
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How to Apply

Please email your résumé and a brief statement of interest to operations@panamacitysymphony.org with the subject line Stage Manager Application. Applications will be reviewed as received until the position is filled.