



**TAKE IT ALL IN.**

**Title of Position:** O&W Grove Stage Manager, Top of the Park  
**Reports to:** Associate Director  
**Est. Hours:** May: 20 hours (as needed)  
June (14-30): 35-40-avg hrs. per week  
Load-Out (7/1 - 7/3): 8 hours

**Wage:** Flat contract fee based on experience

**Summary Description:**

The Ann Arbor Summer Festival (A2SF) seeks a seasonal Stage Manager to support Top of the Park. This position is expected to deliver a high level of artist and technical management for the O&W Grove Stage in the beverage garden. This stage runs from 5:00-7:00 pm nightly and serves as the first performances of the night in a relaxed, happy hour-style atmosphere. This position closely collaborates with the Production Director, Rackham Stage Manager, Bar & Event Manager, and the contract Grove Audio Engineer and emcee.

**Duties include, but are not limited to the following:**

**PRE-PRODUCTION:**

- As needed, meet with A2SF staff for planning meetings related to the production of Top of the Park, including but not limited to: audio, power, staging, security and staffing.
- Advance music acts, including, stage plots, parking, loading and unloading, merch sales, etc.
- Attend annual pre-season production meeting.

**EVENT OPERATION:**

- Ensure that performers arrive in a timely manner, park appropriately, and begin and end their performances according to schedule. Serve as contact person and liaison between A2SF staff and performers to ensure that there is good communication regarding parking, merchandise sales, payment.
- Under the direction of the Production Director and in concert with the Site Manager, ensure the safety and security of audience, performing artists, staff, and A2SF equipment during the event and specifically in cases of inclement weather. If the decision is made to delay or cancel a performance, or close Top of the Park, broadcast this decision using the sound system, and help secure all equipment.
- Provide the audio engineer with stage plot, tech riders, microphone and monitor needs for each performer in advance. Work with Rackham Stage Manager and Audio Engineer to source extra equipment, when needed.
- Serve as the 'A-2' to the Acoustic Stage audio engineer; loading-in artist equipment, assisting with miking, cabling, and changeovers throughout the night from load-in through strike. Secure site and all equipment nightly, before leaving.
- With the Associate Director, obtain executed contracts and full W-9 information from every artist prior to performance date, and deliver artist payment after the completed set.
- As a representative of A2SF, uphold and enforce relevant A2SF administrative policies and procedures.



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- Represent A2SF by acting as a positive and productive liaison with A2SF staff, Board of Trustees, artists, surrounding building staff, volunteers, stakeholders and the public with superb communication and the highest professional standards. Conduct all business in an appropriate, professional manner while acting as a role model for other event staff.
- Perform other duties as assigned by the Associate Director.

### **POST-PRODUCTION:**

- After the final performance, provide timely closure of all production areas; return rentals, area cleanup, return leftover supplies and materials to A2SF office.
- Attend one post-production meeting and provide a brief written wrap report.

### **Qualifications:**

The ideal candidate is someone with a strong understanding of stage management or audio. They can work well with a team whose skills range from production professionals (stage managers, IATSE stagehands) to enthusiastic community members hired each season. The successful candidate will possess many, if not all, of the following qualifications, skills, and qualities:

- 1-3 years experience as a stage manager or stagehand
- Capacity to be flexible and lead in uncertain situations, such as weather cancellations
- Skills to articulate and communicate with other managers, artists, and audio engineers
- A collaborative approach to work
- A passion for the arts and the role they play in our community

### **To Apply:**

Please email your resume as a single page PDF to [jobs@a2sf.org](mailto:jobs@a2sf.org) for consideration. Please introduce yourself, note any pertinent information, including schedule availability in the email body. No additional cover letter is required.

Candidates are asked not to inquire about submission status. If your qualifications match current openings, you will be contacted directly. Position will remain open until filled.

### **Join our Team:**

We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.