



**Stern Grove Festival Association**  
**Technical Manager**  
**Part-Time, Seasonal**

**Organizational Profile**

Founded in 1938, Stern Grove Festival is an admission-free summer performing arts festival in San Francisco. Now entering its 82<sup>nd</sup> season, the Festival draws 100,000 people during its ten-week series of world class performances in the outdoor setting of Sigmund Stern Grove. Past seasons have included performing artists from around the world, including San Francisco Symphony, Diana Krall, Los Lobos, Smokey Robinson, Arrested Development, San Francisco Opera, Lucinda Williams, and Allen Stone.

**Reporting Relationships**

The Technical Manager reports directly to the Director of Programming. The following positions report to the Technical Manager: A2, Stage Crew, and Drivers. In addition the Technical Manager works closely with the Director of Operations, Stage Manager, House and Parking Managers.

**Position Description**

The Technical Manager will play an integral role in the smooth and timely operation of a large and complex production of an outdoor summer music series by being responsible for the sound, stage equipment, artist transportation, and schedule of the performances. The Technical Manager will report to the Director of Programming while advancing the stage production over the season and be the direct supervisor to the A2 Engineer, and Stage Crew. The Technical Manager will also work alongside the Director of Operations, Stage Manager, and necessary Operations Staff over the course of the summer. The Technical Manager will be the Festival's main contact person with the performers prior to the day of the show and will represent the Festival professionally, in line with SGFA's policies.

**General Duties:**

- Adhere strictly to the SGFA Technical Budget provided for all vendors and staffing and provide regular financial projections to Director of Programming.
- Work with the Director of Programming and be the main SGFA contact for Artists, advancing the show, and communicating with tour managers and artists with professionalism, diplomacy, and tact.
- Secure necessary vendors/contractors for audio, backline, transportation, and various technical needs.
- Interview and recommend for hire A2 Engineer, Stage Crew, and Drivers.
- Communicate SGFA's policies to all tech/stage staff, and tech/sound/transportation vendors.

- Prepare and disseminate concert schedules, as advanced with tour managers and artists, and staffing schedules for tech and stage crew in a timely fashion, following an agreed upon timeline.
- Supervise the canopy and motor rigging for season audio install
- Supervise technical and stage crew for Saturday load-in and Sunday strike of concert equipment.
- Review and approve weekly staffing payroll for submission to SGFA Accounting.
- Prepare reimbursements and submit invoices for payments to vendors.
- Supervise and manage technical needs for ancillary programs at Stern Grove during Sunday concerts and on/off-site outreach programs during the week as needed.
- Work collegially with all members of Stern Grove Festival staff and volunteers to ensure the smooth operation of the concert season.
- Participate in SGFA staff meetings, as necessary and produce post-production reports.
- Assist in budget planning and analysis.
- Supervise canopy and motor rigging load-out and help prepare Stern Grove Festival's buildings and equipment for "Winterization".

**General Qualifications:**

- 5 years professional experience working as technical manager, or equivalent, working with various productions, artists and supervising crews.
- Ability to coordinate multiple schedules and duties in an extremely organized and detailed fashion.
- Excellent time management and decision-making skills.
- Excellent knowledge of technical theater and musical performance
- Excellent communication skills and collaborative work ethic
- Able to handle stressful situations with diplomacy and tact
- Knowledge of musical and sound equipment
- Knowledge of Word, Excel.
- Current California Driver's license

**Physical Qualifications:**

- Applicant must be able to lift 70 pounds
- Be comfortable with outdoors and elements
- Ability to walk and be on your feet a minimum of 8 hours.

## **Work Environment / Physical Demands**

The work environment characteristics and the physical demands described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. Occasionally sound levels may exceed 100 db. All efforts will be made to protect employee's hearing.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

## **Locations:**

- 1) SGFA Office, 832 Folsom Street Suite 1000, San Francisco 94107
- 2) Sigmund Stern Grove, 19<sup>th</sup> Avenue and Sloat Boulevard, San Francisco

## **Hours:**

- Prior to May, as needed and agreed upon for meetings in preparation for the summer season.
- Saturday load-in and Sunday concert days
- On call over the course of the summer, when Tour Managers/Artist communication is necessary.
- Office hours, two half days as mutually agreed upon, starting in May through September 15, 2019

**Compensation:** Commensurate with experience.

**To apply, please submit the following via email with “Technical Manager” in the subject line:**

- 1) A cover letter
- 2) Your resume
- 3) Two references

## **Email:**

[jobs@sterngrove.org](mailto:jobs@sterngrove.org)