

Job Description

STAGE CREW MANAGER

(9 Weeks, June 15–August 20, 2025)

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

The Stage Crew Manager is responsible for overseeing all crew needs for Boston University Tanglewood Institute for both instruction and performance. This position reports to the Director of Education and Programming and works closely with BUTI administration and production staff on planning and executing all program equipment, instrument, and space needs. This position manages a stage crew of four individuals and oversees all assignments and scheduling, safety, and proper handling of instruments and equipment. Proficiency driving a 16-foot truck and operating a lift gate is essential.

The successful candidate has experience working in a concert stage environment, managing a team, and understands the unique needs and requirements of an instruction and performance-based festival environment. They have an understanding of large ensemble (orchestra/wind ensemble/chorus) stage setup, are able to work with a variety of personalities and backgrounds, and is a self-guided problem-solver. Specific responsibilities include, but are not limited to:

- Oversee preparation of all instructional space with adequate chairs, stands, and other equipment and instruments as needed, including classrooms and large ensemble rehearsal spaces; oversee daily re-setting of these spaces
- Oversee movement of equipment and instruments to and from all classrooms and concert spaces
- Work closely with production staff to ensure all production, space, and equipment/instrument needs are met
- Maintain and preserve all equipment and instruments under stage crew care
- Train, schedule, and supervise stage crew members, ensuring there is always crew on standby for emergencies
- Oversee stage management for all BUTI performances
- Work closely with BSO and TMC stage crew personnel, especially with regard to performances at Seiji Ozawa Hall and Koussevitzky Music Shed, and rehearsals on the Tanglewood grounds in the East and West Barns
- Must be able to lift and move a minimum of 50 lbs.
- Valid driver's license is required

Candidates should always be reachable and responsive as last-minute needs arise. This position works an irregular schedule that includes days, evenings, and weekends.

Compensation includes stipend of \$5,000, housing, and a Tanglewood Lawn Pass for the summer.

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.