

## Holland Chorale Stage Manager duties:

Stage Manager confers with the Holland Chorale Artistic Director at the beginning of each season and periodically several weeks before each concert to find out how the Chorale Artistic Director is planning to use each concert venue and what equipment is needed for that concert venue. Specifically: whether Choral Risers as well as podiums, instruments, music stands, chairs for guest artists etc. might be needed for each concert.

***If choral risers are needed:*** the Stage Manager is responsible for:

Contacting organizations ( like Hope College - currently the Jack Miller Auditorium Facilities Person) and asking whether The Holland Chorale may borrow Choral Risers and necessary associated safety rails.

Co -ordinating a pick - up time/ return time with the organization the Chorale is borrowing risers/ equipment from

Obtaining a truck or trailer large enough to move risers and other needed equipment

Soliciting volunteers who are physically able to load big items such as risers onto a truck or trailer at a time / date agreed upon

Supervising the transport of risers to Concert venue, unloading and careful setup of risers, Co- ordinating with the Chorale Artistic Director, volunteers and concert venue staff and takedown and return of Choral risers an any other borrowed equipment to the proper location.

Assist the Artistic Director and rehearsal director with moving any needed equipment for a concert