



PART-TIME STAGE MANAGER/FACILITIES ASSISTANT

Schedule:

Part-Time schedule, 18 hours per week, includes: Weekdays, Weekends and some Holidays. Days/times of work based on the school's program and operational needs and are subject to change.

Compensation: \$18.00–\$20.00 per hour, based on experience. This position includes paid vacation and sick time, as well as access to a range of benefits, including dental, vision, and Flexible Spending Account (FSA) options. Employees are also eligible for a 20% staff discount on lessons and classes at The Hochstein School.

Duties including but not limited to:

- Operating the Performance Spaces and working with renters as well as Hochstein's own events and performances
- Setting up events to include: chairs, stands, percussion equipment, lighting, sound etc.
- Facilitating communication between renters/building operations/vendors
- Creating a safe, professional environment for renters, students, staff, visitors
- Ensuring building procedures and protocols are followed
- Maintaining stage and building equipment with the Operations team
- Assisting in setting up tables and chairs in classrooms and studios as needed
- Restoring the stage and the building's common areas after events

Qualifications/Skills:

- Experience in Stage Industry and Facilities
- Knowledge in Theatre Lighting & Audio preferred
- Helpful attitude; trustworthy, responsible, reliable character.
- Keen attention to detail in handling all duties
- Ability to lift up to 50 pounds, climb stairs
- Pleasant and positive communication skills
- Ability to Multi-task
- Must pass a background check

Report to Director of Operations

Positions available immediately. Please submit resume and letter of interest, including references to:

The Hochstein School

David Zaccaria, Director of Facilities and Production:

David.Zaccaria@Hochstein.org

Hochstein is a diverse community of teachers and learners and BIPOC candidates are encouraged to apply.

The Hochstein School was founded in commemoration of genius and is dedicated to providing access to opportunity regardless of age, level of skill, ethnicity, or ability to pay. Hochstein's vibrant community of musicians, dancers, and supporters choose to come together to develop the ability to speak and communicate through music, dance, and expressive arts (music, art, and dance therapy). Established in 1920 as The David Hochstein Memorial Music School, today Hochstein serves approximately 3,500 students annually from a 12-county region surrounding Rochester, N.Y. and continues its commitment to the Rochester community by offering a variety of free and low-cost concerts and performances in the Hochstein Performance Hall and locations around our city throughout the year. For more information, visit www.hochstein.org.

50 N. Plymouth Ave., Rochester NY 14614 www.hochstein.org tel. 585.454.4596 fax 585.454.4393

The Hochstein School is an Equal Opportunity Employer. It is our Policy to afford to equal opportunities to all persons employed by or seeking employment with the school. The school prohibits unlawful discrimination or harassment on the basis of an employees or applicants race, color, religion, creed, sexual orientation, gender identity and expression, national origin, citizenship, age, disability, marital status, military or veteran status, arrest or conviction record, status as a victim of domestic violence, predisposing genetic characteristics, familial status, the employees or the employees dependents reproductive health decision making, and ant other status protected by federal, state, or local laws.