

Equipment Coordinator (Part-Time)

WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and two Boise Phil Youth Orchestras.

ABOUT THE ROLE

The Equipment Coordinator assists the Operations Team in creating safe and professional rehearsal and performance environments for the Orchestra, Youth Orchestras and Master Chorale. This role oversees the setup, maintenance, storage and inventory for Boise Phil's instruments and other stage equipment including chairs, music stands, podiums and other performance-related materials.

The ideal candidate for this role will be a hands-on team player who has a thorough knowledge of musical instruments and theatrical production safety.

REPORTING RELATIONSHIPS

The Equipment Coordinator is a member of the Operations Team and reports directly to the Operations Manager.

KEY RESPONSIBILITIES

- Ensure all rehearsals and events are setup and ready for artists and program participants according to the Music Director and Operations team specifications
- Maintain a safe working environment at all times
- Setup, teardown, load and transport equipment for all rehearsals and performances
- Coordinate, pick-up and drive large box truck
- Oversee stage crew for load-in/load-out (2-3 people) and manage truck packing list
- Interact kindly and professionally with musicians, anticipating and supporting their equipment needs
- Assist the Operations Manager in overseeing all equipment maintenance, storage and inventory
- Perform other duties as assigned

POSITION REQUIREMENTS

- Demonstrated theatrical or music production experience
- Knowledge of theater and equipment safety standards
- Understanding of musical instruments (identification, proper handling, and appropriate use)
- Ability to be on one's feet for extended periods of time and ability to lift materials weighing up to 50 pounds.
- Valid driver's license.
- Some evenings and weekends required

COMPENSATION

This is a non-exempt, hourly, part-time position that will be compensated at \$20/hour. This role will be scheduled for up to 20 hours per week, with additional hours anticipated during concert weeks (averaging 30 – 40 hours during a concert week).

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Laura Reynolds at laura@boisephil.org. The deadline to apply is Friday, January 28, 2022.

COVID-19 HEALTH & SAFETY REQUIREMENTS

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protective equipment (PPE) and to comply at all times with the Boise Phil's COVID-19 health and safety policies, including testing and vaccination requirements.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.