



GREENVILLE SYMPHONY

Position Description

POSITION TITLE	Production Manager
REPORTS TO	Operations and Orchestra Personnel Director
HOURS/WEEK	Avg of 10 hours per week plus concerts and special events
NON-EXEMPT POSITION	

POSITION SUMMARY

The Production Manager (PM) proactively seeks to help realize the vision of the artistic team by acting as the project manager responsible for coordinating the technical and logistical elements of each production. In addition to meeting as needed with conductors and staff, the PM meets with venue staff in advance of each performance to finalize requirements including stage layout, crew scheduling, special technical needs, and backstage access/needs. The PM leads production assistants and local crew for activities during load in, rehearsal, and performance, and works with guest artists to ensure their needs are met while on site.

PRIMARY RESPONSIBILITIES

- Contract, schedule, and manage production
- Act as stage-manager
- Create advance run-of-show documents
- Manage third party production vendors
- Act as liaison with venues
- Manage equipment rental and maintenance
- Site visits for venues
- Read and fulfill requirements per outside riders
- Coordinate the fulfillment of all requirements per contract riders
- Secure rental trucks for off-site transport
- Oversee stage preparation and crew/stage plot and design
- Ensure compliance with procedure manual
- Assess production needs for venues
- Develop crew and production budget in collaboration with Operations and Orchestra Personnel Director
- Submit crew payroll after concerts
- Support Operations and Orchestra Personnel Director in working with Music Director
- Problem solving skills; decision-making ability

DESIRABLE QUALITIES

- Bachelor's degree preferred
- Thorough knowledge of stage production, electronics, audio visual systems
- Proactive, positive, and able to successfully manage various priorities and personalities
- Organized individual who will take a pragmatic and well thought out approach to executing the duties of this position
- Strong written and oral communications skills

- Excellent interpersonal skills

This position will involve safely lifting and moving equipment, working in low light areas and/or areas of restricted physical access, and standing for long periods of time.

Our concert season may include but is not limited to:

6 large-scale orchestra concert weeks in Peace Concert Hall

4 smaller chamber sized orchestra concerts in varying venues

2+ off-site small group rehearsals/concerts

3-4 pops concerts in varying venues: stage design included in holiday concerts

6+ Pop-up concerts at varying venues (1 day each concert)

To apply, please send resume to Angie Jones, Operations and Orchestra Personnel Director at angie@greenvillesymphony.org