

Production Manager

Reports to: Executive Director and Music Director

Total Compensation: \$3,150

The Production Manager provides the physical and logistical support necessary for this 20-piece chamber orchestra during its 6-week summer season. Duties include transporting equipment to and from venues, setting up equipment for all services (rehearsals and performances), storing equipment at the end of services, and other duties as determined by the ED of the orchestra.

The Production Manager must have a valid driver's license and the physical ability to lift and move heavy equipment, including but not limited to large drums, stage shells, and sound system. He/She must be experienced, or willing to be trained, in sound reinforcement techniques, including running a basic sound system.

The Production Manager is expected to work pre-season hours required to become familiar with procedures and expectations; summer season July 4 - August 11 average of 35 hours per week, on call for all services and events; post-season (after August 11), limited to storing equipment and providing summary report. Examples of tasks involved at Rehearsals and Performances include the following:

Rehearsals

- Stage set must be completed 35 minutes before each regular rehearsal and 45 minutes before each dress rehearsal and concert after coordinating rehearsal needs with Music Director.
- Be present or "on call" during all rehearsals to Music Director, ED and Musicians.
- After each rehearsal put all equipment away or arrange for on-site storage.

Performances

- Communicate with Music Director prior to the dress rehearsal about program order, soloists, other needs.
- Set up for all concerts, and at the end, put all equipment away.
- Ensure that Program Books are available to ushers and collected post concert.
- Be available to Musicians and Music Director at all times during performances.
- Transport equipment to and from sites away from the LPCA.
- Coordinate with percussionist to ensure adequate set up time for all concerts.
- +Monitor sound system during outdoor performances.
- Supervise a stagehand in conjunction with ED for some concerts.

Become familiar with personnel, and procedures, at all venues.