

LakePlacid *sinfonietta*

THE ORCHESTRA OF THE ADIRONDACKS

Summer Production Manager Description

Reports to: Executive Director

Employment Period: July 6 – August 18, 2026

Hours: Approximately 30 hours during the concert season, including nights and weekends as needed for concerts and events

Location: Lake Placid, NY and surrounding performance venues in Saranac Lake and Tupper Lake

Position Summary

The Production Manager is responsible for ensuring the smooth and professional execution of all Lake Placid Sinfonietta rehearsals and performances. This includes the transportation, setup, and storage of all orchestra equipment, as well as the management of sound system needs. The position requires strong organizational and communication skills, attention to detail, and the ability to work independently and collaboratively under time-sensitive conditions.

This role involves physical activity such as lifting and moving equipment and requires a valid driver's license.

Schedule Overview

Pre-Season (July 6 – 8):

- Participate in orientation and training as needed
- Organize and inventory equipment
- Review and refine logistics and venue procedures

Season (July 8 – August 16):

- Approximately 30 hours per week
- On call for all rehearsals, concerts, and related events

Post-Season (August 16 – 18):

- Assist with equipment storage and inventory

General Responsibilities

- Transport all orchestra equipment to and from rehearsal and concert venues
- Set up and tear down stage equipment (chairs, stands, sound shells, percussion, etc.) for each service
- Store equipment securely between uses or arrange on-site storage as needed
- Operate and monitor basic sound amplification for performances as needed
- Maintain familiarity with venue personnel, access procedures, and site-specific logistics
- Coordinate daily tasks with the Executive Director and conductors

Rehearsal and Performance Responsibilities

- Consult with the conductors prior to each service to confirm setup needs, program order, and any special requirements
- Complete all setup at least 60 minutes before rehearsals and performances
- Remain available or on call throughout all rehearsals and concerts to assist the conductor, musicians, and Executive Director as needed
- Ensure accurate and timely setup of all equipment at each venue
- Collaborate with percussionist to coordinate efficient transitions and adequate setup time
- Supervise stagehands or additional crew in coordination with the Executive Director, when applicable

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Qualifications

- Valid driver's license and reliable transportation
- Ability to lift and move equipment (up to approximately 50 lbs)
- Strong organizational and problem-solving skills
- Punctual, dependable, and detail-oriented
- Ability to work flexible hours, including evenings and weekends
- Basic familiarity with sound equipment or willingness to learn

Compensation

Total compensation for this position is \$3,800 for the six-week season.

To Apply

Please submit a resume and cover letter to Emily Dobmeier, Executive Director at edobmeier@lakeplacidsinfonietta.org.

The position will be filled on a rolling basis.

Equal Opportunity

The Lake Placid Sinfonietta is committed to creating an inclusive and respectful workplace. We do not discriminate in employment or employment practices on the basis of race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, citizenship or immigration status, age, disability, genetic information, marital status, familial status, military or veteran status, domestic violence victim status, criminal history, or any other characteristic protected by applicable federal, New York State, or local law.

The Lake Placid Sinfonietta encourages applications from individuals of all backgrounds and experiences and is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable law.