

Production Coordinator

Job Description



Printed: January 13, 2019

Hierarchy

- **Position title:** Production Coordinator (open until filled)
- **Reports to:** Executive Director/Artistic Director
- **Collaborates with:** DCS Staff & Musicians

Description

- **Part Time, Contractor**
- **Compensation:** Negotiable, flat fee per concert.

The production coordinator takes control of stage activities for dress rehearsals and performances, monitoring conditions and creating the best possible performance environment. This position acts as liaison between venue and technical crews and the orchestra, keeping abreast of all production elements, such as stage cues, start times and placement of instruments, to be able to direct stand hands, musicians, and guest artists. Interacts with the personnel manager, front of house staff, technical crews, and orchestra personnel. Position requires concert production experience and familiarity with orchestra operations.

Responsibilities

- Work closely with the artistic director to and personnel manager to plan and coordinate stage logistics and requirements in advance and communicate them to stage personnel while onsite.
- Assist set-up of the orchestra, including chairs, music stands, large instruments, and other equipment, for dress rehearsals and performances. This includes set changes in between pieces.
- Anticipate musician working condition concerns, such as temperature, lighting or safety; and effectively problem solve well in advance of any given service, so that potential issues may be averted.
- Assist with planning and coordination of stage logistics in all venues, including load in/load out schedules and activities. This extends to procurement of warm-up rooms for artists when necessary, as well as production of directional signage as necessary.
- Maintain inventory of all our equipment (music folders, stand lights, etc.) making periodic checks on conditions and performing minor repairs or arranging necessary repairs on behalf of musicians if needed.
- Attend production meetings and maintain timely communication, working relationships with colleagues.
- Contribute to the professional appearance of the orchestra on stage, verifying that orchestral rosters are properly seated, musician compliance with attire requirements.
- Produce production documents, including cues sheet, stage diagrams, and logistics information for venue staff, prior to each block (typically completed no later than 3 weeks prior to each concert).
- Be a central point of contact on the venue headset, calling cues at dress rehearsals and concerts.
- Engage stagehands on behalf of the company in accordance with production logistics.
- Other related duties as required by the Executive Director or Artistic Director, and other staff as needed.

Qualifications

- Minimum 2 years of orchestra or theater stage experience
- Working knowledge of orchestral instruments and orchestral seating conventions

- Knowledge of rudimentary lighting and audio equipment and their operation
- Ability to lift, carry and move up to 50 lbs.
- Effective interpersonal problem solving
- Ability to multitask well in a deadline-oriented environment

Time Commitment

- ca. 5 hours per concert planning logistics, and preparing production documents
- 1-2 hours, procurement, setup and strike of equipment on-site at rehearsals and concerts
- Manage stage activities:
 - Dress Rehearsals: Typically, Tuesdays 10-12:30pm or 2-4:30pm
 - Concerts: Typically: Tuesdays at 8pm, sometimes on Saturdays

Necessary Skills

- Microsoft Word, PowerPoint & Microsoft Excel
- Strong writing and communication skills
- Strong organizational ability – project oriented

Send Résumé to:

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