



**Fort Collins Symphony Association  
JOB ANNOUNCEMENT**

**JOB TITLE:** Production Manager

**REPORTS TO:** Music Director

**SUMMARY OF POSITION:** The Production Manager is in charge of stage activities for rehearsals and performances, monitoring conditions and creating the best possible performance environment. This position acts as liaison between technical crews and the orchestra, keeping abreast of all production elements, such as start cues, start times and placement of instruments. Must be able to direct stage hands, musicians, and guest artists in an efficient manner. Interacts with personnel manager, technical crews, music director, and executive director.

**JOB QUALIFICATIONS:**

- Requires concert production experience and familiarity with orchestra operations.
- Attends production meetings, orchestra rehearsals, concerts and any other event where an orchestra member is present.
- Project management skills and attention to detail.
- Ability to delegate and supervise other people in professional manner.
- Effective communicator under pressure.
- Timely in submission of reports and arrival at events.
- Available to work 5 Masterworks, 1 Pops, 1 Community Concert, 2 Educational Concerts (YES & Musical Zoo) and July 4<sup>th</sup> Concerts
- Dress professionally, well-groomed.
- Valid driver's license and personal vehicle.

**JOB RESPONSIBILITIES:**

**CONCERT PRODUCTION/REHEARSALS**

1. Complete event production templates for each concert and event detailing all locations, times, logistic timelines, and contacts. Completed forms will be provided to Music Director in a timely manner, as mutually agreed upon.
2. Provide a completed stage setup form to the appropriate designated venue's contact person, by the specified deadline prior to each rehearsal and concert at the designated venue.
3. Act as stage manager to include but not limited to coordination with house manager, lighting manager, sound technicians to meet production expectations and ensure event success. Call Music Director and guest artists to stage on schedule. Coordinate set-up changes during performance event.
4. Act as stage supervisor depending on venue requirements and needs.

5. Attend all rehearsals and concerts and fill out appropriate report.
6. Provide five-minute call for rehearsals and notify conductor of the start and close of rehearsals.
7. Supervise concert production activities of the orchestra, including equipment rental, staging requirements and other logistical arrangements including but not limited to scheduling piano tuning, moving services, rental truck services, equipment and instrument rental, and schedule with facility personnel pick-up and drop-off of equipment.
8. Coordinate and communicate concert, rehearsal, and other production information with personnel manager, office personnel and artistic staff as needed.
9. Supervise orchestra setup for rehearsals and concerts, and coordinate with Music Director regarding special setup requirements. Arrive at the hall an hour before each service to ensure set-up is done properly. Striking the stage (chairs and stands) may also be involved. Heavy lifting up to 50 pounds may be required.
10. Obtain approval from Executive Director and arrange for additional help and their compensation when appropriate.
11. Check all preparations, inform orchestra personnel or stage technicians of any last-minute changes and determine actual starting time of concerts.
12. Coordinate all efforts during concert from backstage at start of concert and supervise the stage changes, etc.
13. Confirm logistical arrangements with recording engineer for any taping of concerts and arrange for recording equipment.
14. Arrange for guest artist hospitality according to guest artist's contract or technical rider.
15. Make arrangement for holding auditions including securing audition space, setting up rooms for auditions and warm-ups.
16. Perform other duties as assigned by Music Director.

**JOB SPECIFICS:**

- Part-time position, approximately 300 hours per year
- \$15.50 to \$16.00 per hour, DOE
- Evenings and weekends
- Open until filled
- Please send email stating interest in position and resume to:  
[mkopco@fcsymphony.org](mailto:mkopco@fcsymphony.org) or send to 141 South College Avenue, Suite 104  
Fort Collins, CO 80524 ATTN: Mary Kopco.

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