



JOB DESCRIPTION – DIRECTOR OF PRODUCTION

DEPARTMENT Artistic Operations - Production
REPORTS TO General Manager
POSITION TYPE Exempt
SUPERVISES Production and Stage Manager

Position Summary

The Director of Production is responsible for producing symphony concerts and events at the highest possible artistic level. Manage the technical advance, scheduling and execution of all elements related to production of orchestra concerts, rehearsals, tour, run-outs, and special events. Director of Production is responsible for events running flawlessly, in a financially responsible manner and in alignment with the collective bargaining agreement between the association and the musicians' union.

Job Duties and Responsibilities

CONCERT PRODUCTION AND PLANNING

- Plan and administer all concert production activities, including technical show advances, sound, lighting, facility and equipment rental, staging requirements, venue parking and other logistical arrangements.
- Prepare the orchestra's production schedule, including weekly production meeting materials for review (schedule, updates, stage plots, rosters, etc.). In absence of GM, run weekly operations and production meetings.
- Working with General Manager and Music Director to achieve artistic goals while maximizing services and upholding the requirements of the master agreement.
- Create the orchestra schedule and directory book and create any necessary updates for the orchestra and staff. Update any changes applicable to OPAS, musician website, and TPS website.
- Administer venue holds and requests with all venues. Manage all venue contracts, prepare and maintain contracts, addendums with all venues including the City of Phoenix.
- Create and maintain tentative season schedule for a minimum of three years advance planning.
- Participate in concert duty rotation and schedule ensuring concerts run on time and all front-of-house production elements are set.
- Serve as primary front of house, security, venue and parking liaison with all TPS venues.
- Oversee truck rental process and delivery of orchestra equipment for all productions. Supervise orchestra setup in coordination with Production and Stage Manager.
- Ensure complete orchestra setup, sound, staging is set, tested, and fully operational a minimum of thirty minutes prior to start of any scheduled artist sound check or orchestra service.
- Assist with guest artist hospitality and transportation as required.

- Assist in the execution of on-site artist logistics during rehearsals and concerts.
- Arrange for parking and create maps/directions to performance venues as required for Music Director, orchestra and chorus.
- Responsible for archival recordings; coordinate production requirements, timings, and special needs for broadcasts. Confirm arrangements and schedule for recording of concerts.
- Coordinate bus transportation for musicians and chorus to concerts as required by the master agreement.
- Coordinate logistical arrangements for additional activities scheduled by development, marketing, and public relations departments for special events, chamber group, and solo contracting as needed outside TPS regular schedule.

FISCAL MANAGEMENT

- Work closely with the General Manager to create and track production budget. Ensure adherence to the production budget and notify the General Manager in advance of any variances necessary or requested.
- Prepare budget projections/estimates as needed by General Manager and Director of Finance.
- Maintain appropriate cost controls. Review for accuracy and code all invoices for review and signature. Enter production expenses into database. Report discrepancies to the General Manager and Director of Finance.

CHORUS MANAGER RESPONSIBILITIES

- Serve as liaison between the chorus, chorus council, chorus council president, chorus master and The Phoenix Symphony.
- Attend chorus council meetings and communicate key issues to General Manager.
- Facilitate and Schedule a minimum of 2 planning meetings with Chorus Director, Music Director, and GM.
- Coordinate chorus rehearsal schedules, sound checks, and venue access.
- Coordinate parking with all venues and provide maps to the chorus as needed.
- Work with Chorus to ensure association has all chorus calendar details and provide updates as needed.
- Create and monitor the chorus budget details and expenditures throughout the season. Including the creation and management of Chorus Director contract and payments.
- Assist marketing department with content for and proofing of chorus publications (including rosters, brochures, program notes, advertisements, etc.).

GENERAL DUTIES

- Ensure safety is a priority in performing all job responsibilities.
- Ensure compliance with the AFM and IATSE Collective Bargaining Agreements.
- Must be responsible, and able to handle confidential material, organize effectively, and work independently.
- Assure that a positive image of the orchestra is portrayed at all times.

OTHER DUTIES

- Help promote positive relations between the orchestra and the Association.
- Ensure best possible physical working conditions for the orchestra in all situations.
- Assist with the proofreading of marketing and production documents as requested.
- Other duties as assigned or apparent.

QUALIFICATIONS

- Minimum of three to five years of experience in concert production is preferred; experience with symphony orchestra collective bargaining agreements is strongly preferred. Experience working with an orchestra is an asset.
- Attention to detail and strong organizational and management skills.
- Have a strong work ethic and require minimal direction.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Ability to meet deadlines under pressure.
- Have a very high level of personal and professional integrity and trustworthiness.
- Work well independently as well as part of a team.
- Excellent computer skills including proficiency in Microsoft Office Suite. OPAS knowledge a plus.
- Must be able to work evenings and weekends.

To apply please submit resume, cover letter and salary requirements to: tpscareers@phoenixsymphony.org

The Phoenix Symphony is an Equal Opportunity Employer.