

Concert Production Manager

Job Description



Summary

The concert production manager plays a key part in the operational planning and coordination of each concert. This includes identifying and contracting the concert location, concert and rehearsal scheduling, logistical planning, coordinating equipment and ensemble set-up and teardown, and arranging for concert support personnel.

Reports to the Music Director

Duties

The concert production manager is responsible for:

- Concert and rehearsal scheduling
- Concert venue research, contracting, and ongoing coordination
- Concert logistics planning and coordination (equipment transportation, parking, etc)
- Coordinating equipment and ensemble set-up and teardown for rehearsals and concerts
- Arranging for and coordinating concert support personnel (ticket sellers, ushers, recording, etc.)
- Communicating and coordinating payments for venues, contracted guests, and related concert services/expenses through the Board Treasurer

Above duties to be completed in consultation with the Music Director, Associate Conductor, and Board President.

Education and Training Requirements

Previous experience in scheduling and planning music events is desired.

Prior participation in a concert band or orchestra is a plus.

Knowledge and Skills Requirements

Requires good organization and communication skills.

Comfortable working with word processing and spreadsheets in a collaborative, cloud storage environment.

Familiarity with the details surrounding music concert production.

Ability to work with limited supervision to meet specified goals and outcomes.

Ability to work with venues and their gatekeepers to request information, prepare summary proposals for the Music Director and Board of Directors, and follow through with determine actions..

Working Conditions

NWS organization email address to be provided for us in conducting all NWS business.

User of personal phone and computer equipment with internet access.

Availability to attend beginning of most rehearsals (Monday nights and dress) to ensure band set-up.

Expect to work an average of 20 hours per month.

Salary

To be determined based on experience and actual time required to complete requested activities.

Anticipate \$12 to \$16 per hour.

A regular compensation amount will be determined based on an initial average of 20 hours per month.