



POSITION TITLE: Production & Community Programs Manager

Prepared by: Rebekah Phillips, 10/23/20

Reports to: Executive Director

FSLA status: Part-time (.5 FTE), exempt

Supervision exercised: Music Librarian; Personnel Manager(s); Stage Manager(s)

SUMMARY: The Production & Community Programs Manager (PCPM) is a key member of the staff, working closely with the Executive Director and Music Director to ensure that the scheduling and production of all PCSO events (live and virtual concerts, rehearsals, run-outs, and special events) run smoothly, effectively, and in a financially responsible manner. The PCPM will also lead the organization's community engagement initiatives by conceptualizing, developing, and managing pop-up concerts, engagement appearances, rent-for-hire opportunities, educational events, community partnerships, and other performances throughout the season.

Salary range: \$23-\$27 per hour, DOE

ESSENTIAL DUTIES:

Concert Production

(Small ensembles through May, 2021; full orchestra concerts tentatively beginning Sept., 2021)

1. Coordinates all production aspects of live and virtual performances, including five subscription series concerts annually as well as additional education and community events throughout the season.
2. Works with Music Director and Executive Director to identify venues, locations, and facilities for live and virtual performances.
3. Coordinates and directs all necessary concert production personnel, including stage crew, recording engineer, and videographer(s).
4. Prepares and executes contracts with all performers.
5. Schedules and contracts facilities and vendors.
6. Oversees pre-concert load-ins and post-concert strikes.
7. Coordinates the rental/purchase and maintenance of musical instruments and concert production/stage equipment.
8. Oversees Music Librarian and the rental, purchase, and distribution of music.
9. Oversees and works with Personnel Manager(s) to share information and discuss issues of concerts; respond to orchestra member requests for information on scheduling and working conditions; and to coordinate annual orchestra audition process.
10. Serves as liaison between orchestra members and the rest of the organization.

11. Attends rehearsals (on an as-appropriate basis through May, 2021) and all concerts; serves as PCSO point-person for musicians and crew at all musical events.
12. Works with the Music Director to coordinate rehearsals and oversees the timely communications of rehearsal order, dress code, and other details to all performers.
13. Maintains accurate, up-to-date orchestra personnel records.
14. Communicates and upholds PCSO's COVID-19 safety policy with all personnel at all times.

Community Engagement & Program Development

1. Pitches ideas for, researches, plans, and executes new community engagement opportunities, especially those that support PCSO's mission and advance PCSO's commitment to diversity, equity, and inclusion (DEI).
2. Works with leadership to identify opportunities for mission-driven partnerships, mentorships, and other collaborations in the community.
3. Maintains and builds upon existing relationships with education and outreach partners.

General Duties

1. Follows up on all requests in a timely manner.
2. Ensures best possible physical working conditions for the musicians in all situations.
3. Assists Executive Director with budget projections when needed.
4. Attends staff meetings as required.

QUALIFICATIONS:

1. Minimum 2 years' experience working in concert operations or stage/theater production environments.
2. Familiarity with digital performance methods and platforms.
3. Knowledge of classical/orchestral music and instruments.
4. Ability to remain calm under pressure and solve problems as they arise.
5. Work well independently as well as part of a team.
6. Self-starter requiring minimal direction.
7. Ability to meet deadlines.
8. Excellent interpersonal and communication skills, with the ability to interact effectively with a wide variety of people.
9. Excellent computer skills, including proficiency in Microsoft Office Suite.
10. Bachelor's Degree required.
11. Ability to work flexible hours, including nights and weekends on occasion.
12. Must have reliable transportation.

Interested candidates should send a letter of interest and resume to rphillips@pcsymphony.org. No phone calls, please.

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