



Camerata Pacifica Production Manager

Camerata Pacifica is an internationally recognized classical music ensemble, based in Santa Barbara, performing subscription series in 4 Southern California cities: Santa Barbara, Ventura, San Marino & Los Angeles. The organization is embarking upon a period of growth and expansion, directed by a Board developed 3 year strategic plan.

The production manager is a significant organizational position that oversees all of Camerata Pacifica's concert production needs. Production responsibilities include arranging musician travel and accommodations; including booking airfare, rental cars/carpools, and hotels in performing cities. This position also arranges transportation and delivery for instruments and special equipment; including pianos, percussion, and lighting equipment. The Production Manager coordinates concert logistics with each venue, including rehearsal space and scheduling personnel, such as audio engineer, lighting technician, extra stagehands if needed, piano tuners, and production associate. The Production Manager is directly responsible for the set-up and breakdown of on-stage and backstage areas. This position oversees all venue personnel and operations in order to provide constant organizational vigilance in order to ensure all activities are completed for the highest level of performance to be presented.

In addition to concert production, the Production Manager is responsible for administrative duties including, but not limited to: maintenance of the physical music library and the digital music library, answering phone calls and answering patron questions, receiving donations and ticket orders, production record keeping and invoice tracking, reporting concert revenue to BMI/ASCAP, assisting with solicitation mailings and promotional materials (e-blasts, postcards, season brochure, program book, etc.).

Camerata Pacifica is a small organization and all staff are required to regularly assist each other. In particular, the Production Manager will assist in answering the phones and speaking with patrons regarding ticketing concerns.

Preferred experience: 2 years of production experience in the arts or theater
The Production Manager reports to Managing Director

Please send resume and cover letter to: donnajean@cameratapacifica.org