

## **LOS ANGELES CHAMBER ORCHESTRA**

**position title:** Director of Production

**reports to:** Executive Director

*full time position/ exempt*

### **Position Description**

Senior staff position ensures the smooth operations of the orchestra's production activities and facilitates all communication with Music Director, musicians, venues, guest artists, personnel manager, librarian, stage manager, and other staff. Provides a safe and productive workplace for orchestra musicians by coordinating auditions, addressing personnel issues, and interpreting and complying with the master agreement. Coordinates the outreach programs of the orchestra as well as communication with the Artistic Affairs Committee. Supervises the Associate Director of Production, Orchestra Librarian, and Orchestra Personnel Manager.

### **general**

- Communicate and collaborate with Development and Marketing & PR Departments on an ongoing basis
- Prepare budgets for artistic, education, and production departments
- Work closely with Music Director and Executive Director in season planning and other artistic matters
- Maintain a strong working relationship with Orchestra Committee, Local 47 and AFM, and participate in collective bargaining negotiations
- Oversee special projects such as digital content distribution, touring, and recording
- Represent the Los Angeles Chamber Orchestra to the public, when necessary, in the Executive Director's stead

### **production**

- Supervise implementation of current season production and planning of future activities, including seasons, run-outs, tours, and special concerts
- Schedule facilities for performance and rehearsals
- Book guest artists, including fee and contract negotiations with artist managers
- Maintain artist relations, including planning for and seeing to the needs of guest artists.
- Coordinate, supervise, and implement various ancillary activities including auditions, receptions, and informal musical events involving musicians.

### **education/outreach**

- Supervise the development of school contacts and maintenance of database of this information
- Supervise the communication with and amongst docents, musicians, teachers, principals, and other school personnel both to implement the various aspect of our education program and to build audiences for Meet the Music concerts
- Supervise communications with community partners of our outreach program

### **direct reports**

associate director of production, librarian, personnel manager

### **characteristics desired**

- Experience at an orchestra or a similar track record of managing operations and personnel at a complex organization
- Excellent knowledge of orchestra and venue operations and backstage and front of house production elements, as well as a track record of ensuring a safe and productive work environment for performers and production crew

- Knowledge of classical music and the performing needs of orchestral musicians; musical training or past experience as a professional musician a plus
- Experience creating, managing and evaluating impactful educational, learning, and community programs, plus experience working with diverse constituents and building a welcoming and inclusive environment that encourages broad participation in the arts.
- Familiarity with budgeting and a commitment to fiscal responsibility
- Superior planning, organizational and scheduling skills, including the ability to manage multiple projects simultaneously and act swiftly and calmly under pressure
- Experience in managing full-time and part-time, at will and unionized staff
- Excellent written and verbal communications skills

Interested applicants should send their resume, cover letter and references to [info@laco.org](mailto:info@laco.org). Application review begins immediately. Applications will be accepted until position is filled.

The Los Angeles Chamber Orchestra is proud to be an equal opportunity employer. We encourage applications from diverse candidates, and we are committed to the creation of an inclusive work environment for all employees. We will not discriminate and will take affirmative action measures to ensure against discrimination on the basis of race, color, gender, gender expression/identity, national origin, age, religion, creed, disability, veteran's status, criminal conviction, or sexual orientation.

#### **THE ORGANIZATION:**

LACO was organized in 1968 to create a forum for classical collaboration among the top commercial musicians working in Hollywood's film and recording studios. Its mission is to enrich and connect its community through intimate and transformative musical experiences that exemplify and foster artistic excellence, education, and innovation. From its inaugural performances in 1969 under Sir Neville Marriner, LACO became known as a first-rate interpreter of baroque and classical repertoire, and a champion of contemporary composers. Under the dynamic leadership of L.A. native Jeffrey Kahane, who ended his 20-year tenure as LACO's Music Director in 2017, the 40-member orchestra expanded its programming and now performs regularly at venues across L.A. County. LACO's sixth music director, Jaime Martín, started his inaugural season in September 2019. When Martín conducted the Orchestra in April 2019, giving LACO's musicians and audience a sneak peek of his upcoming tenure, Mark Swed, classical music critic of the *Los Angeles Times* wrote, "This was a thrilling performance, and the Orchestra played like it was having the time of its life."

Throughout the pandemic, LACO has emerged as a national leader in the creation and distribution of unique and innovative digital content, most notably through the online series *Close Quarters*. With episodes released bi-monthly, the series' "digitally native" programs were created specifically for streaming and hailed as "musically and artistically compelling" (*Los Angeles Times*). To date, *Close Quarters* has drawn over than 1.5 million views since debuting in November 2020. Between 30 and 40 minutes in length, they are safely filmed at either FOX studios or The Colburn School's Olive Rehearsal Hall. Inspired by the Orchestra's musical programming, artists from diverse disciplines and backgrounds create new visual works in a variety of mediums that will factor into the broadcasts and endure long after the season concludes. Offered on YouTube at no cost, *Close Quarters* builds upon the highly successful LACO SummerFest series, the Orchestra's first foray into streaming that concluded

in September 2020 and featured five digital chamber music concerts that attracted more than 250,000 views.

Before the pandemic, LACO advanced its mission with approximately 40 distinctive live performances each year. These included free and low-cost education and outreach programs; LACO also made concert content freely accessible through broadcast and streaming services, and it nurtures a worldwide community on social media. The mainstage Orchestral Series of 14 concerts (seven programs) was presented at Glendale's Alex Theatre and UCLA's Royce Hall, and some years also included concerts at other venues in Southern California, e.g. The Soraya at California State University, Northridge in the west San Fernando Valley, Segerstrom Center for the Arts in Orange County, and The Granada Theatre in Santa Barbara. In addition, LACO presented three Baroque Conversations, a program in which artists perform and share personal observations on the music to engage with the listeners. The InFocus program presented three chamber music concerts, also involving conversations with the musicians. Each of those series' concerts was performed twice, once on each side of the city. LACO commissions and premieres new works and also engages patrons in the creative process through its Sound Investment commissioning program. In addition, guest artist residencies stretch LACO's reach into the community even further. Meet the Music is LACO's core education program; now converted to a virtual program, it offered six free concerts, plus curriculum and classroom visits by docents and artists. Community Partners provided free concert tickets and transportation to nonprofit and social service groups, and Campus to Concert provided college students with vastly reduced-price tickets to concerts and Sound Investment salons. LACO has also introduced SESSION, programs that presented newmusic in non-traditional ways in non-traditional venues.

For more information about LACO, please visit [www.laco.org](http://www.laco.org).