

## **PRODUCTION COORDINATOR — JOB DESCRIPTION**

Location: Union Square, San Francisco  
Type: Part-time (3 days/week @ 5 hours/day; some remote work possible)  
Start Date: May 2, 2022  
Salary: \$21/hour

Reports to: General Manager  
Works closely with: Stage Manager  
House Manager  
Audio Engineer  
Equipment Coordinator

### **POSITION SUMMARY:**

The Production Coordinator (PC), with guidance and supervision from the General Manager (GM) helps to ensure the smooth, timely, and orderly operation of all Philharmonia Baroque Orchestra & Chorale services, including rehearsals, performances, educational programs, and tours. The PC is responsible for generating production schedules, creating itineraries, booking travel and hotel accommodations for musicians and guest artists, completing immigration paperwork for guest artists, liaising with venue production staff, and attending some orchestra and chorale services, among other tasks that directly support the production department. Working closely with the Stage Manager, House Manager, and Equipment Coordinator, the PC serves as chief communicator and coordinator among the various production team members.

### **DUTIES AND RESPONSIBILITIES:**

- Generate, distribute, and maintain detailed production schedules for all events
- Administer all concert production activities including facility and equipment rentals, staging, lighting, sound requirements, and other logistical arrangements
- Coordinate with Stage Manager, House Manager, and Equipment Coordinator regarding load-in/load-out procedures, equipment pick-up logistics, stage and lobby setup, etc.
- Communicate with Audio Engineer and Videographer regarding audio/video archival or commercial captures
- Attend some rehearsals and performances; while there, act as on-site communicator between the conductor/guest artists/musicians and the artistic/production staff, and submit daily reports to the General Manager
- Create and distribute conductor, guest artist, and musician itineraries for each project, and send out daily reminders regarding schedule and other logistics
- Book travel and accommodation arrangements for PBO musicians, including group reservations for tours and runouts
- Prepare and send season contracts to PBO Orchestra and Chorale musicians and guest artists
- Generate visa petition packets for international guest artists
- Coordinate activities of Development, Marketing, and Education departments for special projects involving use of performance spaces, stage crew, etc.

- Calculate and submit payroll requests and travel reimbursements for Orchestra and Chorale members and guest artists; maintain payroll records in Salesforce
- Help to maintain important season documents, including season overview, musician rosters, and instrument lists
- Assist with guest artist hospitality and transportation bookings
- Assist with communications regarding musician auditions when applicable

**QUALIFICATIONS:**

- Full training will be provided
- Some knowledge of and appreciation for classical music
- Some experience working in arts management, business administration, or hospitality preferred
- Exceptional verbal and written communication skills
- Ability to interact effectively with a wide variety of people
- Excellent organizational skills and attention to detail with a high degree of accuracy
- Ability to meet deadlines, often under pressure
- Excellent computer skills including knowledge Microsoft Office Suites, Google Drive; database knowledge a bonus but not necessary
- May be asked to work occasional evenings and weekends
- Bachelor's degree in music and/or arts management is a plus

**SALARY:** \$21/hour

**HOW TO APPLY:** Email your resume and cover letter to General Manager Myles K. Glancy at [mglancy@philharmonia.org](mailto:mglancy@philharmonia.org) with subject line as "Production Coordinator." No phone calls please.