

PRODUCTION COORDINATOR — JOB DESCRIPTION

Location: Union Square, San Francisco
Status: Full-time, non-exempt; hybrid
Start Date: Immediately
Salary: \$50-52k, with very generous benefits package

Reports to: Director of Artistic Operations
Works closely with: Director of Artistic Planning
Stage Manager
Equipment Coordinator

POSITION SUMMARY:

The Production Coordinator (PC), supervised by and with guidance from the Director of Artistic Operations (DAO), coordinates 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, liaising with venue production staff, and attending orchestra and chorale services, among other tasks that directly support the production department. Working closely with the Director of Artistic Planning, Stage Manager, and Equipment Coordinator, the PC serves as a lead 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 Equipment Coordinator regarding load-in/load-out procedures, equipment pick-up logistics, stage setup, etc.
- Coordinate with Stage Manager regarding rehearsal and performance schedule and duties, stage plots and moves, etc.
- Communicate with Audio Engineer and Videographer regarding schedule and needs for audio/video archival or commercial captures
- Attend rehearsals and performances and act as on-site communicator between the conductor/guest artists/musicians and the artistic/production staff, and submit daily reports to the DAO; ensure adequate support is present to ensure that the services are executed successfully
- 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

PhilharmoniaBaroque Orchestra&Chorale

RICHARD EGARR | MUSIC DIRECTOR

- Coordinate activities of Development, Marketing, and Education departments for special projects involving use of performance spaces, stage crew, etc.
- Calculate and submit travel reimbursements for Orchestra and Chorale members and guest artists;
- 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
- The position requires working some evenings and weekends throughout the year

TO APPLY:

To apply, please send a cover letter and resume to jobs@philharmonia.org. Thank you for your interest.

ORGANIZATION OVERVIEW:

Now in its 43rd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising both the Philharmonia Baroque Orchestra and Philharmonia Chorale. The organization presents a Bay Area signature season of mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth and adults and maintains a robust national and international touring schedule. The ensemble has appeared regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others. In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline

PhilharmoniaBaroque Orchestra&Chorale

RICHARD EGARR | MUSIC DIRECTOR

Shaw to compose four acclaimed works. The organization maintains a partnership with The Juilliard School's Historical Performance division now seven years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.