



JOB DESCRIPTION – PRODUCTION AND STAGE MANAGER

DEPARTMENT	Artistic Operations - Production
REPORTS TO	General Manager
POSITION TYPE	Exempt
SUPERVISES	Stage Manager Assistants, stagehands, part-time labor, outside vendors

Position Summary

The Production and Stage Manager is responsible for the technical, production and stage management details for all orchestra events and ensures these details are planned in advance and executed on-site. An integral member of the operations team, the Production and Stage Manager oversees the planning and execution of event requirements from start to finish.

Job Duties and Responsibilities

CONCERT PRODUCTION PLANNING AND MANAGEMENT

- Responsible for the advance and execution of technical, production and stage management details for all events including set-up/strike and concert management (i.e. show calls and the management of stage moves).
- Determine the equipment and instrument requirements for all events externally with guest artists, vendors, venues, and internally with The Phoenix Symphony staff, conductors, Music Director, and musicians.
- Advance all technical riders with artist touring/production staff. Negotiate all technical needs with touring/production staff and negotiate with appropriate vendors for required equipment in order to meet artist needs and stay within budget.
- Ensure the physical work environment for the orchestra is safe, conducive to music-making and in compliance with the Master Agreement.
- Plan and administer all concert production and stage activities of the orchestra, including but not limited to facility and equipment rental, creation of stage plots, management of venue parking, scheduling and execution of load-in/load-out, stage set-up, lighting, sound, orchestra shell placement, orchestra risers, truck rentals, scheduling of crew calls, as well as stage management.
- Participate in concert duty rotation ensuring concerts run on time and all front-of-house production elements are set.
- Through rotational scheduling ensure that the Production and Stage Manager, Operations Manager, or Assistant Stage Manager is present at all services. Arrive backstage early to check all preparations, inform orchestra personnel or stage technicians of any last-minute changes and determine actual start time of concert(s). Ensure all necessary training of personnel to allow for rotational staff to successfully manage in the absence of the Production and Stage Manager.
- Responsible for scheduling of archival recordings and other media activities at the hall.

- Coordinate logistical arrangements in support of development, marketing, education, public relations and special events.
- Ensure availability of backstage area(s) for safe and secure placement of all equipment and cases.
- Responsible for the safe transport and storage of symphony equipment.
- Schedule truck rentals, keyboard tuning and required equipment and instrument maintenance.
- Ensure orchestra/guest artist dressing rooms and warm-up areas are available and in good condition.
- Assist as required in executing on-site artist logistics and hospitality during rehearsals and concerts.

LEADERSHIP:

- Develop and maintains positive relationships with orchestra, venue staff, and vendors.
- Ensure that the needs of conductors, artists, orchestra musicians and guest artists are met and communicated to staff members as needed.
- Supervises Assistant Stage Manager(s), IATSE stagehands, and additional part-time labor as required.

FISCAL MANAGEMENT

- Working with the Operations Manager, create and track the production budget. Ensure adherence to the budget and notify the General Manager in advance of any variances necessary or requested.
- Secure bids for all technical riders for potential concerts.
- Create budget forecasts for production, technical and stage expenses.
- Maintain complete, timely and accurate concert production and expense information.
- Prepare budget projections as needed.
- Review for accuracy and code all invoices. Report discrepancies to the General Manager and Director of Finance.

GENERAL DUTIES

- Ensure safety is a priority in performing all job responsibilities.
- Ensure compliance with the AFM and IATSE collective bargaining agreements.
- Must be responsible, organize effectively, and work independently.
- Assure that a positive image of the orchestra is portrayed at all times.

OTHER DUTIES

- Learn the Master Agreement between the AFM and Symphony Association.
- Attend weekly production and operations meetings.
- Complete equipment inventory annually.
- Restore, repair and maintain equipment throughout the year.
- Follow up on all requests in a timely manner; help promote positive relations between the orchestra and the association.
- Ensure best possible physical working conditions for the orchestra in all situations.
- Assist with the proofreading of production and orchestra notification documents as required.
- Maintain and update the Phoenix Symphony technical rider.
- General carpentry.
- Other duties as assigned or apparent.

QUALIFICATIONS

- College degree and/or advanced degree in music and/or arts management or an equivalent work experience of a minimum of three to five years of in concert production or stage management is required; experience with symphony orchestra collective bargaining agreements is strongly preferred. Knowledge of orchestral repertoire is an asset.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Strong organizational skills and attention to detail with a high degree of accuracy are essential.
- Ability to meet deadlines, often under pressure.
- Excellent computer skills including proficiency in Microsoft Office Suite. OPAS knowledge a plus.
- Must be able to work evenings and weekends.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Excellent driving record and hold a valid Arizona driver's license.