



Production Manager

About the position

ROCO is seeking a part-time, professional Production Manager to oversee all technical and logistical aspects of ROCO's busy concert season. The Production Manager reports to and works closely with the Artistic Director to execute and enhance the artistic vision of the organization, with additional oversight from the Managing Director.

Ideal candidate will be able to start by February 7, 2018.

About ROCO

ROCO is a dynamic and innovative professional music ensemble that flexes from 1 to 40 players from all over the US and Canada, with guest artists from around the world. Performing intimate concerts in dozens of venues, ROCO's musicians don't just give concerts – they challenge preconceptions, create extraordinary experiences, and foster new relationships with audiences through the language of music.

Expanding the repertoire, ROCO has premiered over 65 commissions from living American composers. ROCO embraces technology, with free worldwide concert livestreams and real-time artist commentary via a smartphone app, as well as on-demand recordings of past concerts via the listening room. A vital part of the community, ROCO concert DVDs are sent to nursing homes and hospitals to bring music to those immobile communities, and their music education/childcare program attracts multigenerational audiences.

Mission

To shape the future of classical music through energizing, personalizing and modernizing the orchestral experience.

Core Responsibilities *include but are not limited to:*

- Direct concert and event operations
 - Serve as Technical Director for concerts and rehearsals
 - Set-up and tear-down for rehearsals, concerts, and some donor events
 - Hire and manage stage hands and other backstage support
 - Stage manager during concerts
 - Coordinate with front-of-house during concerts
 - Develop and maintain comprehensive production duty checklist specific to each venue and concert

- Research and locate rentals of specialty instruments
 - Manage instrument transportation logistics
- Manage relationships with production contractors and service providers
- Manage relationships with venues
 - Reserve dates for performances and rehearsals
 - Serve as point of contact for all technical matters
- Manage logistics with event sponsors and artistic partners
- Track, maintain, and purchase inventory and supplies for concerts and special events

Skills and Qualifications

- Minimum: Three+ years of performing arts production, stage, or event management experience
- Must be an energetic professional with proven ability to manage multiple projects simultaneously
- Highly detail oriented
- Expertly organized
- Good oral and written communication skills
- Strong computer skills
- Works well with others, but must also be able to work autonomously, as well
- Must have a valid driver license
 - Ability to run errands and haul small equipment in one's own vehicle
 - Comfortable renting and driving moving trucks
- Ability to perform physical tasks as needed for concert, program, and event preparation, set-up, execution, and tear-down
- Ability to lift 50 lbs.; walk up and down stairs; and walk quickly or run on occasion
- Preferred, but not required:
 - Classical music background, ability to read music or understand instrumentation is a plus
 - Administrative, operations, and/or program management experience in a nonprofit setting

Hours and Compensation

- Must be available for evening and weekends to meet the demands of a busy performing arts production schedule (average 20 – 25 events per year, plus weekday, daytime rehearsals)
- Hours throughout the year are variable (*hour ranges below are to serve only as examples and actual required hours may change*)
 - Majority of hours will occur during the concert season: mid-August to mid-May
 - Hours may range anywhere from 1 to 50 hours per week during the season
 - In Concert Production weeks: 35 – 50 hours
 - Unchambered, Connections, and other production weeks: 10 – 30 hours

- Non-production weeks: 1 – 10 hours
 - Minimal hours may be required between seasons: mid-May to mid-August
 - Average 1-5 hours per week
 - Available for weekly all-staff meetings (weekday morning, set schedule)
- Part-time, permanent, non-exempt employee (i.e. eligible for overtime compensation when earned)
- Position is paid hourly (current budget is for \$20 - \$25 per hour, commensurate with experience)

ROCO is a vibrant and growing nonprofit with a small staff. The organizational culture is highly collaborative: the thoughts, ideas, and opinions of all staff members are valued and encouraged. All are invested in pushing ROCO forward and finding new and better ways to serve the Greater Houston community through musical conversation. Each staff member is called upon to perform a variety of tasks, many of them overlapping with the other staff positions. ROCO encourages diversity in the workplace.

Interested candidates are invited to submit a letter of interest, resume, and three professional references (email address and phone numbers, please) no later than January 22, 2018 in confidence to:

jobs@roco.org

Attn: Amy Gibbs, Managing Director

Subject Line: ROCO Production Manager

No phone calls please