



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 in collaboration with the Artistic Director to execute and enhance the artistic vision of the organization, with additional oversight from the Managing Director.

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.

ROCO's debut album, *Visions Take Flight*, was recognized with a GRAMMY® Award for Producer of the Year. Widely recognized for diversity in programming, a recent study from the Institute for Composers Diversity found ROCO is the number one ensemble in the US for performing the works of women and number two for the works of composers of color. Additionally, ROCO has one of the highest numbers of commissioned, world premieres in the US, over 115 to date.

ROCO embraces technology, with free worldwide concert livestreams and real-time artist commentary via a smartphone app, as well as on-demand audio and video recordings of past concerts. Using QR codes, ROCO has expanded their reach with free listening to curated playlists at dozens of parks, medical facilities, and cultural and community-based venues through the state of Texas.

Mission

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

Core Responsibilities include but are not limited to:

- Direct concert and event operations
 - Serve as technical director/stage manager for concerts and rehearsals
 - Set-up and tear-down for rehearsals, concerts, and some donor events
 - Hire and manage stagehands and other backstage support
 - 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 or equipment
 - 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, at least one of which within a professional organization.
- Must be an energetic professional with proven ability to manage multiple projects simultaneously
- Self-starter with a teamwork mentality
- Highly detail oriented and expertly organized
- Good oral and written communication skills
- Comfortable working in both Microsoft and Google programs
- Must have a valid driver license and personal vehicle
 - Ability to run errands and haul small equipment in one's own vehicle
 - Comfortable renting and driving moving trucks
- Able to perform physical tasks as needed for concert, program, and event preparation, set-up, execution, and tear-down
- Able to lift 50 lbs.; walk up and down stairs; and walk quickly or run on occasion
- At this time, ROCO is *requiring* all employees and contracted personnel be fully vaccinated against COVID-19
- Preferred, but not required:
 - Able to read music
 - 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 5 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: 5 – 15 hours

- Minimal hours may be required between seasons: mid-May to mid-August
 - Average 1-10 hours per week
- Available for weekly all-staff meetings (weekday morning, set schedule)
- Part-time, 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)
- Flexible hours and hybrid work-from-home and in-person schedule
 - In-person is *required* for rehearsals, performances, events, and some meetings
- Exceptionally generous paid-time-off and holidays

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. ROCO operates as a team, on occasion each member may be asked to perform tasks outside of the primary duties to provide additional support.

ROCO is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

Preference will be given to those who apply by October 31, 2021. Interested candidates are invited to submit a resume, a cover letter is not required but strongly encouraged. If submitting both a resume and a cover letter, please combine them into one PDF document. Submit application materials in confidence to:

jobs@roco.org

Attn: Amy Gibbs, Managing Director

Subject Line: ROCO Production Manager – [YOUR NAME]

No phone calls please