



Position: Production Manager
Department: Artistic Operations
Reports to: Executive Vice President & General Manager
Supervises: Production Crew
Status: Full-time, Exempt

Job Description

The Virginia Symphony Orchestra is seeking a motivated Production Manager with strong technical knowledge who will contribute a high degree of polish and professionalism to the production of all VSO concerts and events. The Production Manager is the primary point of contact with production vendors, holds regular in-person office hours weekly, and attends all orchestra services (unless assigned otherwise) as stage manager, supervisor of the Production Crew, and the primary person ensuring optimal setup and working conditions for the orchestra onstage.

Principal Responsibilities:

Technical Advance and Vendors

- Coordinate with Operations Manager to advance shows, participating in conversations with artist management regarding contract riders and with presenters regarding orchestra and production needs.
- Serve as primary contact with production service vendors and venue production staff, communicating and executing all technical advance needs, including:
 - orchestra stage plot with riser and acoustic shell specifications,
 - audio, video, and lighting,
 - hall crew staffing needs,
 - recording engineers for archival and commercial projects,
 - backline, instrument rental, and tuning,
 - and other production equipment rental.
- Develop and monitor budgets for all production needs.
- Process vendor invoices.
- Coordinate with venues and vendors for deliveries/pick-ups, tuning schedule, and load in/out.

Instrument/Equipment Setup & Management

- Draft and finalize stage plots by project in coordination with the Music Director, Executive Vice President & General Manager, and Artistic Administrator.
- Coordinate with Principal Percussionist on instrument lists and transportation needs for services and ensure delivery of Symphony equipment/instruments to services.
- Serve as primary stage manager for orchestra services and primary person ensuring staging, sound, and lighting have been set to specifications.
- Be available onsite for questions and concerns from musicians, conductors, staff before and during services and ensure optimal working conditions for the orchestra onstage, in compliance with the terms of the Collective Bargaining Agreement.

- Manage inventory and maintenance of VSO-owned instruments, vehicles, and production equipment/materials.

Management of Production Crew

- Recruit, hire, train, supervise, and schedule the Production Crew for driving and setup needs within budgetary parameters.
- Lead and supervise stage crew in load-in and stage setup.
- Review crew timesheets regularly for accuracy and submit weekly for payroll.

General

- Perform site visits and evaluate concert opportunities.
- Serve as backup when the Operations Manager is unavailable.
- Provide production support for activities of Development, Marketing, Education, and Equity & Engagement departments for special projects involving the use of venues, stage crew and/or orchestra in coordination with the Operations Manager.
- Monitor and restock production and orchestra hospitality supplies as needed.
- Attend monthly All-Staff and weekly department meetings.
- Any other assignments that help drive the VSO's forward-thinking vision, achieve our mission, and abide by our organization's values.

Desired Qualifications:

- Bachelor's degree in music, theater or a directly related field or suitable equivalent.
- Minimum three years' experience in orchestra production and/or stage management or equivalent.
- Working knowledge of stage craft and production practices required, with a high sense of professionalism in performance presentations. Working knowledge of orchestral repertoire and performance practices preferred.
- Computer proficiency including Microsoft Office Suite.
- Experience working successfully with a variety of personalities including artists.
- Must accommodate a varying schedule, including nights and weekends, and manage a fluctuating workload week to week.
- Reliable personal transportation is required, because the regional reach of the VSO surpasses the capacity of public transportation.
- Must have a solid commitment towards equity, diversity, and inclusion.

Compensation:

\$42,000 plus excellent benefits, including health insurance, leave, and mileage reimbursement.

To Apply

Interested candidates should send a cover letter and resume to chavens@virginiasymphony.org

VSO Statement on Attracting Candidates from All Backgrounds

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.