Director of Production

Title: Director of Production  
Department: Artistic Programming  
Supervisor: Artistic Director  
Employment Type: Full Time, Exempt

Caramoor Center for Music & the Arts is currently seeking qualified candidates for the role of Director of Production, with an anticipated start date in January 2022.

ABOUT CARAMOOR

Our mission is to enrich the lives of audiences through innovative and diverse musical performances of the highest quality, mentor young professional musicians, and engage children through interactive, educational experiences that deepen their relationship to and understanding of music. These three prongs – music performance, musician mentoring, and music education – infuse everything we do.

Located in Katonah, NY in northern Westchester, Caramoor Center for Music and the Arts, Inc. is a 501c3 non-profit arts center founded in 1946. Encompassing 80-acres, Caramoor presents 50-60 live music performances throughout the year, culminating in a major summer season starting in June and going through early August.

Caramoor was the summer home of Lucie and Walter Rosen, music and art lovers who opened their home to the public for people to enjoy concerts and be inspired by the beautiful gardens, historic buildings, and art collection. A wide variety of music is presented including classical, jazz, American roots, world, American songbook, family programs, and more. Caramoor also has a permanent and rotating collection of sound art installed throughout the property. The facilities and grounds are rented out for private events as well.

Caramoor also trains the next generation of classical musicians and provides music-based arts education to local schoolchildren. Through its public programs and community events, Caramoor annually serves approximately 40,000 people.

Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.

Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including but not limited to, recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to actual or perceived race, religion, political affiliation, disability, sex (including sexual violence and sexual harassment), sexual orientation, gender identity, gender expression, pregnancy or any reproductive health decisions, genetic disposition, neurodiversity, color, age, weight, national origin, citizenship, familial status, marital status, domestic victim status, military and veteran status or any other basis protected by law.

We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.

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Performances at Caramoor take place in these venues:

- **Venetian Theater** - a unique performance space that has a hard proscenium stage with an attached tent for audience seating. The stage performance area is 30’ wide x 30’ deep. Capacity is 1,500 seats. Summer season only.

- **Spanish Courtyard** - located within the interior courtyard of the Rosen House, a Mediterranean-style residence completed in 1939. The stage is a 20’ wide x 16’ deep raised wooden structure covered with a canopy. Capacity is approximately 400. Summer season only.

- **Music Room** - located within the historic Rosen House. The stage is a 19 ft. wide x 14 ft. deep, raised wooden proscenium stage. Capacity is 190 when arranged theatrically. This venue has built-in video and audio recording equipment. Used year-round.

- **Friends Field** – A new stage pavilion was built in 2021. Decks are installed for performances, usually 28’x24’. Capacity is flexible; audience is seated on lawn in own chairs/on blankets. Summer Season only.

- **Various other outdoor areas of the grounds.**

**JOB DESCRIPTION**

The Director of Production oversees all aspects of the technical elements, personnel, schedules, and logistics for all Caramoor concerts and events. This position is a strategic leader, problem solver and liaison between artistic, production, guest services, special events, facilities and FOH personnel. While the bulk of the Director of Production’s work takes place between April and September, Caramoor has a year-round concert season and is in increased demand as a rental facility for private events. The Director of Production will also be involved in Caramoor’s increased digital activities, from video capture of concerts to remote learning activities, and activation of the Education Center as a community resource.

**Essential Duties and Responsibilities:**

- Serve as a critical liaison between administrative departments (artistic, guest services, special events, and event operations), facilities, and technical personnel in the preparation and execution of all Caramoor concerts and events.

- Lead the production process for all Caramoor concerts and events in a thoughtful, composed, and collaborative manner.

- Bring the artist’s vision of each concert to life while ensuring budgets are adhered to and additional unexpected costs are minimized.

- Foster a work environment that is supportive, collegial, respectful, and open to diverse perspectives and opinions.

- Oversee and manage labor and production costs for concerts and events.

- Hire and manage qualified seasonal stage crew
  - Do annual staff assessments.
  - Collaborate with Human Resources on crew recruiting and onboarding requirements.
  - Ensure crew is scheduled efficiently and in compliance with federal, New York State, and local labor laws.
  - Monitor crew’s work, review and approve timecards.

- Supervise and coordinate with the Sound and Lighting Designers to determine the Audio and Visual needs of each performance, including staffing, schedules, backline, and other production needs for all concerts and events.

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• Supervise, manage, and assign the work of the Crew Chief and Stage Manager in the preparation of production calendars, schedules, staffing, and work assignments for all concerts and events.
• In partnership with the Artistic Director and CFO, collaborate on the annual budgeting process and reforecasting throughout each fiscal year.
• Assist Artistic Director with assessing future event technical viability and budgeting.

Caramoor Concerts and Events:
• Determine technical supports, such as lighting, sound, staging and special needs necessary for events and performances in advance of production dates.
• Oversee rental, set-up, maintenance and operation of theatrical lighting and sound systems for concerts and other events.
• Negotiate and arrange all backline and other technical needs in accordance with artist riders.
• Manage load in/set up of rehearsals, performances, and load out for all Caramoor venues/performance spaces.
• Coordinate with the Stage Manager all stage elements of the performance.
• Establish and maintain effective working relationships with artists, vendors, subcontractors, Caramoor staff and others.

Theatrical equipment:
• Monitor the condition of all stage and theatrical equipment including lighting, sound and rigging equipment.
• Coordinate preventive maintenance on equipment.
• With approval from Artistic Director, arrange for repair and replacement within budgetary constraints.
• Prepare an annual written assessment of equipment and facilities by August 31, to be submitted to Artistic Director.
• Assist and collaborate in the procurement process of stage-related furniture, fixtures and equipment.

Sound Art:
• In collaboration with Sound Art Curator and Artistic Department, help with repairs and trouble-shooting temporary and permanent sound art exhibition pieces, as needed.

Facility Rentals:
• Working with the Director of Special Events, orient facility renters to safety, technical characteristics and other areas of facility operations.
• Review and approve technical plans for Facility Rental Clients.
• As needed, schedule Technical Attendant for events requiring oversight of Client vendors operating in venue(s).
• Provide the following schedules:
  • Power capacity and plug-in locations for each venue.
  • Technical equipment included in Caramoor’s standard rental package.
  • Structural capacity of each venue for rigging and machinery.
  • Approved/preferred AV vendors.
Digital:
- Oversee and manage video and/or audio recordings of selected Caramoor concerts and events.
- Oversee and manage livestreaming of selected events.
- Oversee and manage virtual or off-site Education and/or Community events.

Education Center:
- Oversee and manage technical needs for Education Center.

Additional responsibilities: providing general A/V needs, coordination with IT Coordinator, coordination with marketing department on video content capture.

REQUIRED SKILLS AND QUALIFICATIONS

Experience: Five plus (5+) years of production management; expert knowledge of techniques, methods and procedures of concert production including stage, sound and lighting operation and implementation; stage management, computerized lighting and sound systems; and appropriate safety precautions and procedures.

Software Technology Expertise: Must be proficient in Microsoft Office Suite and other business technology tools.

Communication Skills: Must have professional and approachable skills to effectively work closely with artists, make them feel welcome, and attend to their needs. Strong interpersonal and verbal communication skills are required for interaction with other stakeholders including staff, vendors, guests, the Board of Trustees.

Collaboration: Ability to work as part of the Caramoor family, in particular with the Artistic Programming team, in a positive and professional manner, is essential. A willingness to be hands-on, organized, and flexible enough to work on a variety of assigned tasks, is necessary.

Values & Culture: Demonstrated passion for music, an appreciation for creating an environment of inspiration of music for all visitors, and a strong commitment to Caramoor’s mission and values, are necessary for success in this role.

Working Conditions: Ability to work in a busy festival environment, maneuver outdoors (in all weather conditions) on 80 acres of woodland trails, gravel pathways and spectacular gardens. Must be able to work during weekends and evenings, as needed, for events. A personal vehicle, and valid driver’s license, are required.

To Apply: Please submit your cover letter and resume no later than November 29, 2021 to personnel@caramoor.org with “Director of Production” in the subject line. We will only contact candidates being considered for the role. No phone calls, please. For more information, visit www.caramoor.org.