



PRODUCTION MANAGER

Department: Production

Supervisor: Director of Production

Type: Part-Time, Non-Exempt, Seasonal

Compensation: \$20 - \$25 per hour (pay based on experience)

Caramoor Center for Music & the Arts is currently seeking qualified candidates for the role of Production Manager for its Summer Concert Season, with an anticipated start date of May 13, 2023.

JOB DESCRIPTION

In collaboration with the Director of Production, the Production Manager oversees all back of house and stage management activities including the conducting of all rehearsal and public performance activity during Caramoor's summer season. The Production Manager's key duties include preparing the stage and dressing rooms for artists, running all rehearsals, and calling public performances throughout the summer. The Production Manager will assist the Director of Production and artistic administration in scheduling, planning, and management of the summer season performances. They will be required to create, maintain, and distribute documentation and signage necessary for smooth-running productions. The Production Manager is responsible for making sure the stage is prepared according to the artist rider for rehearsals and performances. The Production Manager will serve as a point person for staff in charge of artist hospitality.

Required Skills and Qualifications:

- **Experience:** Two plus (2+) years of professional concert production experience (note: classical music/concert stage management experience is preferred), working knowledge of all aspects of the theater – production and technical, as well as performance. Strong time management skills and ability to manage many projects and changing priorities simultaneously. Must possess exceptional organizational abilities and attention to detail. Prior experience managing stage/technical crew is essential.
- **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 stage/technical crew and artists, make them feel welcome, and attend to their needs. Strong interpersonal, verbal and written communication skills are required for interaction with other stakeholders including staff, vendors, guests, the Board of Trustees.
- **Collaboration:** Ability to supervise and coordinate the activities of diverse groups of people toward a common purpose. Ability to work well under pressure and while demonstrating dedication, professionalism and diplomacy. 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, evenings, and holidays, with a flexible schedule as needed for events. Typical hours include Thursday-Saturday 11am-11pm, and Sundays 9am-7pm. **Must have reliable transportation and live within 50 miles.** Valid driver's license required. Vaccination for COVID-19 is required.
- **Physical Demands:** Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking for long periods of time. Must be able to lift and carry up to 50 pounds.

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 committed to a fair and equitable workplace. Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including 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 race, religion, disability, sexual orientation, color, age, gender, national origin, citizenship or immigration status, marital 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.

www.caramoor.org

To Apply: Please submit your cover letter and resume no later than March 15, 2023 to personnel@caramoor.org with "Production Manager" in the subject line. We will only contact candidates being considered for the role.