



Position: **Production Coordinator**

Employment Type: Regular Part-Time, 30 hours Per Week, Hourly/Non-Exempt

Department: Artistic Operations

Salary Range: \$22.5 per hour

Reports to: Senior Director of Operations

The Production Coordinator is responsible for assisting in the planning and execution of key production elements of Pacific Symphony concerts which include stage managing, camera operating, and fulfilling departmental tasks as assigned. This position is overseen by the Senior Director of Operations but will work closely on a day-to-day basis with the Director of Production. This position is ideal for someone interested in learning all facets of concert production.

PRIMARY RESPONSIBILITIES:

STAGE MANAGEMENT (50%):

- Serve as Stage Manager for orchestral services as assigned by the Director of Production, which may include the Classics series, Family Musical Morning series, Soka University series, Pacific Symphony Youth Ensembles concerts, and other events as they occur throughout the season.
- Collaborate with the Director of Production in determining and executing all production elements associated with the Symphony's new summer venues for the SummerFest and Symphony in the Cities performances.
- Advance the production needs for assigned concerts: determine audio and lighting needs, create stage plots, source scenic elements, evaluate instrument needs (percussion, pianos, etc).
- Work closely with the production and technical personnel of each concert venue to communicate in a timely manner the needs of the orchestra and guest artist(s).
- Liaise with Symphony musicians to resolve issues, fulfill onstage requests, and communicate information in a professional manner on behalf of the Operations department.
- Recruit, hire, and manage casual labor crews.
- Work with Director of Production on load-ins, load-outs, and set-ups for assigned services.
- Contact vendors to obtain quotes and coordinate delivery for needed gear, services, and personnel.
- Co-produce the Symphony on the Go! mobile stage performance series with the Artistic Coordinator, which includes advancing with city personnel in the planning, stage managing these chamber performances, and repairing/maintaining the 28ft trailer that folds out into a stage.
- Assist the Director of Production with additional tasks as requested.

SUPPORT FUNCTIONS (50%):

- Assist the Director of Multimedia Operations in live image magnification during performances by operating a remote camera for assigned concerts.

- Manage guest artist hospitality and serve as a backstage runner for all Pops performances alongside the Senior Director of Operations.
- Coordinate truck rentals and schedule personnel for truck loads and unloads.
- Troubleshoot Pacific Symphony equipment difficulties and arrange for repairs as needed.
- Research and recommend equipment purchases for the organization.
- Oversee Pacific Symphony's warehouse organization and maintenance.
- Assist the Director of Orchestra Personnel with the setup and execution of orchestra auditions.
- Provide and/or arrange for occasional airport pickups for guest artists when needed.
- Departmental administrative duties as assigned throughout the season.

EXPERIENCE AND QUALIFICATIONS:

- A passion for classical music and the performing arts.
- At least 1 year of live event or theater production experience.
- The ability/willingness to learn to drive trucks up to 26ft.
- A working knowledge of stage lighting, audio, and video.
- Knowledge of orchestral instruments (like percussion) and the ability to read music strongly preferred.
- Thrives a fast-paced, creative environment serving conductors, musicians, and stage personnel.
- Solid customer-service skills with ability to work with strong personalities.
- The ability to communicate in a calm, clear, and professional manner under pressure.
- Quick thinking and problem-solving skills.
- Strong organizational skills with the ability to manage own time efficiently.
- The willingness to work long hours on feet (often outdoors), nights, and weekends.
- The physical ability to load cases (at least 50 lb) on and off of trucks as needed, occasionally alone.
- An ability to maintain a professional attitude when the going gets tough.
- Must be a team player with the willingness to jump in and help colleagues.

COMPENSATION:

\$22.5 per hour. 30 hours per week guaranteed. Hours and necessity for overtime vary each week as determined by the concert calendar. Most of this position's work is done in the evenings and on the weekends.

Part-time employees regularly scheduled to work at least 30 hours per week are eligible for pro-rated holiday, pro-rated floating and personal days, vacation and sick pay (based on the individual's normal basic schedule) medical insurance and 401(k) benefits. Complimentary tickets.

TO APPLY:

- Email your resume and cover letter to **Bella Sunshine, Senior Director of Operations - BSunshine@pacificsymphony.org**
- Please begin your subject line with the words "Production Coordinator"
- No phone calls please
- Application deadline: Friday, December 15, 2023 to: BSunshine@PacificSymphony.org

ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to

inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Philharmonic, Chicago Symphony, and New York Philharmonic.

Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventurous Programming and was showcased in the League of American Orchestras' nationally released publication entitled Fearless Journeys. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Pacific Symphony is commencing on a music director search to succeed Carl St.Clair who has recently celebrated 33 years as music director and will eventually hold the title of Music Director Laureate when a new music director is appointed. The Symphony also announced the appointment of Enrico Lopez-Yañez as Principal Pops Conductor commencing in the 2023-24 season.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political beliefs, (dis)ability, age, sex, gender identity, sexual orientation, protected veteran status, or any factor protected by law.