



## Production Assistant

**Title:** Production Assistant

Reports To: Production Manager

Creation Date: Sept. 18 2018

Revision Date:

% of Full Time: .1 - .5 (4-20 hrs/wk)

Exempt? No

Supervises: Volunteers

### Purpose of Position

As an integral member of the BYSO staff, the Production Assistant works to ensure that production aspects of all BYSO rehearsals, performances, retreats, and special events are smoothly executed to plan, enabling the music staff to focus on their students and their music.

### Duties & Responsibilities

#### General

Monitor Production Schedule according to calendar

Pre-Event Staff Meeting Coordination (as needed)

Trains and works with volunteers where needed.

Fill in for Production Manager when needed

This position may include other tasks as directed by the Production Manager

#### Rehearsals – Monday Evenings

At assigned location(s), provide set-up, take-down, and logistics assistance for rehearsals; maintain continual communication with music staff and venue staff.

Direct volunteers in these activities.

Monitor site issues such as locked doors or needed chairs, work with site and admin staff to solve.

#### Performances – 15-20 per season

Working with Production Manager, procure and transport equipment needed for performances.

Set up and take down stage according to stage plots provided by conductors, manage timings for warm-up rehearsals.

Communicate with conductors concerning concert seating charts, stage setup

Coordinate with venue management to ensure all requirements are met on both sides and a positive working relationship is maintained.

### **Retreats, auditions, and Special Events**

Manage event logistics – timeline, logistics, back stage, signage; clean up.

Set up ensemble rooms prior to start of event; clean up and return to original state after event completion

Assist at retreats (board, student, staff) with room setup and cleanup.

Actively participate as a member of the BYSO team. Respectfully accommodate colleagues' requests and clearly articulate own needs essential to enabling one's best contributions.

### **Essential Job Qualifications**

AA degree or equivalent work experience. Previous stage or music production experience required; orchestral experience preferred.

MS Office competence required. Must be able to work a flexible schedule, with evening and weekend work the norm. Reliable transportation required.

Punctuality; ability to lift and move heavy (50 lbs) instruments and equipment.

### **Special Job Characteristics**

Candidates should possess a friendly personality, superior organizational and communication skills, a great attention for detail and the ability to respond diplomatically and creatively to a variety of requests from music and venue staff.

Must be comfortable collaborating with others, including volunteers, in a teamwork environment. Must be enthusiastic about taking personal initiative to solve problems, and personally follow every task to completion.

Calm for the ever-changing world of live performance.

Ability to learn from experience and predict what's coming next.