



Job Description

Title: Site Manager/ Production Assistant

Reports To: Production Manager/Executive Director

Creation Date: 1/29/2020

Revision Date: 1/29/2020

% of Full Time: 3.5 hr/week during school year

Exempt? No

Supervises: Volunteers

Purpose:

As an integral member of the BYSO staff, the Site Manager 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. Ideal candidate is a flexible person who can adapt quickly to challenges and cheerfully work with others.

Overview

1. Production staff for weekly rehearsals
2. Train and work with volunteers when available
3. 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. Hours approximately 5:30/5:45 – 9:00 PM

Monitor site issues such as locked doors or needed chairs, work with site and admin staff to solve. Cultivate relationships with school custodians. Monitor student and parent behavior to ensure compliance with BYSO and school district policies.

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 and stage setup.

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

Previous stage or music production experience required; orchestral experience preferred.

MS Office (Word, Excel) competence required.

Must be able to work a flexible schedule comprising evenings and weekends. Reliable transportation and clean driving record necessary. Small truck driving experience preferred.

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

State background check required.

Special Job Characteristics

Candidates should possess a friendly personality, good organizational and communication skills, great attention to detail and the ability to respond diplomatically to a variety of requests from music and venue staff as well as families.

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.