



### **Production Manager Job Description**

**Part-time exempt employee**

**Salary range: \$27,000 – \$32,000 annually**

**Reports to: Artistic Planning Director**

**Direct reports: Production heads and production crew**

**April 2, 2023**

The Production Manager is the production and technical representative for the Sun Valley Music Festival (SVMF). The Production Manager oversees all aspects of production as it relates to rehearsals and performances of the SVMF's winter and summer seasons, including budget and management. The Production Manager collaborates with SVMF staff, production team, and artists, as well as with outside vendors and production/technical staff to ensure exceptional and safe production at SVMF performances and related events.

The Production Manager is expected to work on-site in Sun Valley, Idaho during the winter and summer production periods. All "off-season" work may be conducted remotely with occasional visits to Sun Valley for planning and administrative meetings.

This position requires a candidate who can interface with a wide array of constituents, in a manner that is always professional, in an ever-changing and high energy environment. The candidate will create and maintain a working environment for the production team that supports and embodies the Music Festival's mission and values.

#### **Roles and Responsibilities:**

- Manage stage, lighting, sound, and video departments, all production subcontractors, and liaise directly with venue production crews
- Plan and enforce health and safety standards, practice industry best practices, and ensure all production activities and crews meet regulatory requirements and industry best practices
- Manage all technical and production aspects of the season, including, but not limited to: lighting, staging, instrumentation and orchestra equipment, sound, video and rigging
- Create and manage the schedules and workflow of all production crew, including subcontractors and venue production crew
- *Off-season*
  - Create overview schedule and workflow for stage crew, lighting, and sound designers
  - Work with Artistic Planning Director to create and track annual production budget
  - Draft stage plots, scale room plans, technical drawings and design renderings
  - Attend and provide opinions in meetings and discussions relative to production
  - Work with venue technical staff to confirm equipment requirements, access dates, and to share costs and equipment where possible
  - Hire and contract production team
  - Research, provide opinions and advice on, and project manage equipment maintenance, upgrades, and SVMF capital improvements in a fiscally responsible manner and within budgetary limits
  - Assist in managing and maintaining SVMF storage spaces.
  - Organize and lead meetings regarding production/production design

- Advance all technical and production matters for guest artists and special projects, including researching and red-lining riders, planning special production rentals, and all production logistics pertaining to guest artists and special programs
- *During winter and summer festival seasons*
  - Coordinate load-in, implementation of production logistics, and load-out of all SVMF program events that require production support including:
    - Discuss stage set-ups with Music Director (or designee), Artistic Planning Director, and Personnel Manager prior to first rehearsal
    - Oversee implementation of each stage set-up in consultation with production team; plan and coordinate required stage changes before and during rehearsals and concerts
    - Distribute and execute day-to-day stage crew, lighting, video and sound scheduling and workflow
    - Direct and assist the stage crew for SVMF rehearsals, concerts and other events as needed
    - Assist with installation of lighting equipment and other stage equipment as needed
    - Oversee creation, implementation, and distribution of performance show flows
    - Ensure appropriate stage and production management for all events which require production support
    - Monitor rigging as directed by Pavilion staff
    - Coordinate load-in and load-out schedules and logistics
  - Be available during all rehearsals, concerts, and events with production needs to handle any set-up needs or concerns
  - Service as primary interface:
    - With guest artists regarding technical requirements and concert procedure
    - With SVMF musicians regarding staging concerns
    - With Artistic Planning Director to communicate production needs to SVMF
  - Supervise production operations to ensure a safe, professional environment, and that all activities are carried out in accordance with SVMF policies and procedures

## **Qualifications**

- Minimum 21 years of age; eligible to work in the US; valid driver's license
- 5 – 7 years of experience in live production leadership roles
- Expertise developing and managing production budgets, production contracts, expenditures and complex production schedules
- Experience in successfully collaborating with wide variety of constituents, including management, artists, directors, musicians, venue staff
- Strong supervisory skills; prior experience supervising staff, crew, production contractors, and designers
- Excellent skills planning and supervising the creation and implementation of production elements for musical and theatrical concerts and productions, including scenery, staging, lighting, audio, video, and projection
- Experience working in large capacity (2000+) venues
- Strong project management skills and ability to manage multiple and changing priorities
- Excellent verbal and written communications skills; ability to develop relationships with artistic and technical professionals and inspire their trust and confidence
- An understanding and sensitivity to the needs and expectations of world-class classical musicians
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, collaborative environment, in both supervisory and supervised roles
- Organized, with excellent skills in prioritizing, scheduling and time-management, strong creative problem-solving abilities
- Basic to strong awareness of all technical systems, including lighting, sound, rigging, staging, musical instruments, IMAG, LED walls, projection, etc.
- Strong proficiency with Vectorworks

- Proficiency with Microsoft Office Suite
- Knowledge of and experience working in the classical music field preferred, including demonstrated experience working with top-tier musical artists.

### **About the Sun Valley Music Festival**

The Sun Valley Music Festival gathers musicians from distinguished orchestras across North America, and headliner guest artists, to perform live orchestra and chamber concerts in a breathtaking mountain setting. As a pioneer in the accessibility of classical music, the Festival presents its concerts free of charge, as it has from its inception almost 40 years ago. The Festival also serves the community by providing free year-round music education programs, lectures about upcoming concerts, and a Summer Music Institute for intermediate and advanced music students.

*Mission:* To enrich, inspire, and instill in our community a lifelong love of classical music through extraordinary free concerts and education programs.

*Values:* Gross domestic happiness, gratitude, humility, respect, integrity, curiosity, inclusion, excellence.