

## Production Manager (part-time)

**Location:** Remote (Los Angeles Area preferable/helpful)

### Organizational Overview

Founded in 2011, Los Angeles's Pacific Opera Project (POP) is dedicated to providing quality opera that is innovative, affordable, and entertaining. LA Magazine writes "If you think you hate opera, you've probably never seen a Pacific Opera Project show." POP's regularly sold out performances take place in a wide variety of venues, from outdoors, to small clubs, big amphitheaters, and warehouses. LA Weekly named POP the "Best Opera Company in Los Angeles" in 2018, writing "making opera cool, affordable, accessible and enticing to young audiences is easier said than done. It's also something every opera company in the country is trying desperately to do... [Pacific Opera Project] is not trying desperately to be hip. It just is."

### Don't Be Shy - Just Apply!

POP welcomes a diverse group of job applicants! Our company values and prioritizes candidates from all walks of life, with a large variety of experiences and backgrounds, and we take pride in building a company that is inclusive and equitable. The Production Manager position offers ample opportunities to learn and perfect new skills. **If you find that your qualifications only slightly fit the responsibilities and qualities outlined below, we greatly encourage you to apply anyway. The Program Manager must be coachable, flexible, and have a willingness to learn on the job.**

### Position Summary

POP seeks to hire an experienced, production-savvy, and creative professional to contribute to the organization's artistic and community presence. The position includes day to day management of production budgets, box office services, and general office functions. The Production Manager will work closely with the artistic team to develop and implement production budgets and execute the overall vision of POP's artistic product.

The successful candidate will have the knowledge of artist hiring practices/contracting, negotiation, rental coordination, scheduling administration, budget management, ability to learn new softwares, and other general logistical coordination.

The Production Manager is an integral part of the POP team and is expected to become a "face" of the company, particularly with the artists and crew. **The Production Manager is expected to be at all final dress rehearsals, all orchestra rehearsals, and performances.** Additional hours will be paid for those commitments. Occasional absences accepted, with prior approval and planning. The Production Manager should also make every effort to be at the first large rehearsal of a production to meet the cast and crew.

The Production Manager will report to the Executive Director and the Artistic Director. This is a Part-Time position (10 hours per week) at \$20/hr. Hours could increase, as needed and approved by the Executive Director. Stipends will be given for extra roles around each production where services are needed.

### Responsibilities

#### Production

- Booking rehearsal spaces
- Assisting artistic team with audition logistics (announcements, scheduling, reservations, etc)
- Securing needed rentals (chairs, tables, instruments, audio, lighting)
- Assisting with crew hiring (FOH, venue labor, technical personnel) and volunteer coordination
- Food/Wine Purchasing if needed
- Assisting with crew hiring (FOH, venue labor, technical personnel) and collaborating with other POP staff to coordinate volunteer needs

- Ordering, distributing, and returning scores and music rentals
- Drafting production schedule on Luigi, POP's production software
- Drafting contracts and templates for cast and crew
- Supervising heads of departments (stage management, costume department, etc)

#### **Artist Relations**

- Creating and contributing to a safe and inclusive space that welcomes and creates belonging for all POP artists and staff
- Contract artists in coordination with ED and AD
- Help facilitate a sense of belonging for all artists on the production
- Secure host housing for out of town artist
- Lead facilitation of a "concierge" service (welcome baskets, information, perks for out of town artists)
- Coordinating travel logistics for artists (booking flights, coordinating dates, etc)
- Organize or otherwise facilitate airport pick ups
- Organizing kick-off/closing parties for artists and orchestra
- Assist artists with questions regarding Luigi, Paychex, and Direct Deposit
- Contracting orchestra and scheduling orchestra prior to first rehearsal
- Sending orchestra Daily Schedules during production

#### **Box Office**

- Returning phone calls from patrons related to sales
- Printing door lists with comps, etc
- Reserving comp seats (press comps to be coordinated with PR Team)
- Building and maintaining strong relationships with theater venue staff and volunteers
- Editing copy/language to ticket holders each weekend - Know Before You Go

### **PREFERRED QUALIFICATIONS**

- Knowledge of the performing arts scene in Los Angeles
- Extensive experience with producing events and drafting technical documents (stage plots, input lists)
- Excellent communication skills with employees and patrons
- Excellent writer, editor, and proofreader
- Experience working with a diverse group of individuals in an inclusive and equitable manner
- Flexible, creative, adaptable, and highly organized

**Salary:** This is a Part-Time position (10 hours per week) at \$20/hr with extra hours as needed. Hours could increase, as needed and approved by the Executive Director. Stipends will be given for extra roles around each production where services are needed.

#### **How to Apply**

Please send a formal cover letter, resume, and any other work samples or items to demonstrate your experience to [ed@pacificoperaproject.com](mailto:ed@pacificoperaproject.com) **no later than August 10, 2022**. Applications will be reviewed on a rolling basis. Please indicate in your cover letter how you heard about this position.

POP believes that the most marginalized people in society — including people of color, women and LGBTQ people — must be centered in the work we do. Hence, we **strongly encourage applications from people with these identities** or who are members of other marginalized communities.

Due to the expected volume of applications, only finalists will be notified.

[www.pacificoperaproject.com/jobs](http://www.pacificoperaproject.com/jobs)

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