



JOB DESCRIPTION

Production Manager

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	LIMITED
DEPARTMENT:	OPERATIONS
REPORTS TO:	DIRECTOR OF OPERATIONS
DIRECT REPORTS:	1
EFFECTIVE/LAST UPDATED:	JANUARY 30, 2025

POSITION SUMMARY:

The Production Manager ensures seamless execution of all production elements for Oregon Symphony performances, upholding the highest artistic and operational standards. This role focuses on planning and delivering exceptional concerts, including classical, pops, and film series, non-orchestra presentations, and orchestra collaborations with popular artists. The Production Manager collaborates with the Operations team to ensure the smooth operation of all orchestra services while meeting the needs of musicians, conductors, and guest artists.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Concert Production:

- Coordinate production needs for assigned concerts, including backline, sound and lighting equipment, projection systems, pianos, and other instruments.
- Arrange dressing rooms, amenities, and logistics for performers, including itineraries, transportation, and parking, as necessary.
- Supervise the Part Time Front of House Manager and aid collaboration between OSA and venue management.

Budget Management:

- Develop and manage production budgets for assigned concerts, ensuring adherence to expense guidelines.
- Monitor budgets continuously, report variances promptly, and recommend cost-saving measures.

Team Collaboration:

- Work closely with the Director of Operations to maintain an updated Orchestra Schedule of Services in shared systems (e.g., OPAS).
- Collaborate with the Director of Orchestra Personnel to ensure timely communication with orchestra members.
- Attend weekly department and production meetings.

Artist & Musician Support:

- Ensure compliance with Collective Bargaining Agreements (CBAs) for both musicians and stagehands (AFM, IATSE).
- Address on-stage service conditions, such as temperature, decibel levels, and safety measures.
- Review and negotiate artist technical riders for feasibility and cost efficiency.

Additional Duties:

- Support the Education and Community Engagement team with off-site events.
- Manage special projects and initiatives as assigned by leadership.

QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience.
- At least three years of experience in concert production, preferably with professional musicians and orchestras.
- Strong understanding of the needs of professional musicians and conductors.
- Exceptional organizational, problem-solving, and communication abilities.
- Proficiency in Microsoft Office, VISIO, Acrobat, and OPAS.
- Valid Oregon or Washington driver's license and clean driving record.

ADDITIONAL COMPETENCIES:

- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

WORK ENVIRONMENT

This role requires physical ability to navigate tight quarters around delicate instruments and stage equipment, respond quickly to unexpected artist needs, and occasionally lift up to 25 pounds. The Production Manager works across multiple locations, including the Arlene Schnitzer Concert Hall and other venues, and may be exposed to moderate to loud noise levels typical of stage environments, as well as occasional outdoor conditions during performances or events.

While there may be opportunities to work from home on occasion, this position requires a consistent onsite presence at performance venues and office-based days to ensure seamless coordination and execution of production activities.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.