



Job Title: Production Manager
Department: Operations
Reports to: General Manager
Status: Full Time – Non-Exempt
Date: August 26, 2026
Salary Range: \$48,000.00-\$52,000.00 annually

Position Summary:

The Production Manager plans and implements all aspects of the Symphony's rehearsal and performance production and staging requirements for both indoor and outdoor services, including small ensemble, manages all equipment, materials, and musical instrument needs per the requirements of the Music Director, musicians, guest artists, Chorale, and the General Manager. In addition, the Production Manager monitors all requirements of the Master Agreement pertaining to production, ensuring that musicians and conductors are afforded the best possible professional working environment. The Production Manager shall supervise per-service assistants as needed.

The Production Manager will represent the Spokane Symphony Society at all services and in the fulfillment of all duties and responsibilities with a highly professional demeanor. The Production Manager will maintain excellent lines of communication on all matters which concern production and staging and adherence to the terms of the Master Agreement, thus contributing to the success of the Symphony's mission.

Key Responsibilities:

1. Assist the General Manager and other administrative staff including the Operations and Personnel Manager and the Music Librarian as needed, with rehearsal and performance requirements, including space scheduling, production budgets, etc.
2. Assure orderly, clean, properly equipped, and safe rehearsal and performances spaces. Control access to the area and assure that all equipment, instruments, and production personnel are in place, thus creating a professional environment for musicians, conductors, Symphony Chorale, and guest artists.
3. Coordinate with Fox Stage Manager for all Spokane Symphony performances. Serve, as needed, as Stage Manager for Spokane Symphony/Fox Theater performances.

4. Assist the Fox Theater General Manager and other technical staff by coordinating production details for Fox Presents presentations and limited rental events. On occasion, advises Fox Theater talent buyer and staff on feasibility of performance requirements for internally presented shows not involving the Symphony.
5. With the Fox Theater Facilities Manager, function as on-call contact when required for theater security/fire alarm system.
6. Represent management at rehearsals and performances, maintaining good working relationships with AFM Local 105, the Union Steward, and with the Orchestra Committee.
7. Create and distribute an event timeline for each performance. Maintain a production calendar covering load-ins, setups, changeovers, tunings, and load-outs for the full season.
8. As needed, prepare and distribute stage plots and setup drawings for each program in coordination with the Music Director, the General Manager, and the Operations and Personnel Manager, including riser and acoustic shell specifications, choral riser configurations, and percussion and keyboard placement.
9. Maintain Society-owned instruments, see to their proper storage, administer the proper liability and insurance concerning Society-owned instruments, administer and maintain the inventory of all Society instruments, production equipment, and secure special instruments as needed for all services.
10. Maintain the Society-owned vehicles, keep service records, administer the licensing and registration, and oversee their use for Society business.
11. Read, advance, and fulfil all technical and hospitality riders for guest artists, guest conductors, and visiting acts. Communicate rider requirements to the Fox technical staff, vendors, and the General Manager in good time, identify any requirement that cannot be met, and propose alternatives before the artist's arrival.
12. Guest artist liaison duties: coordinate ground transportation to and from airport, hotel booking with the Operations and Personnel Manager.
13. Develop and monitor the annual production budget in collaboration with the General Manager. Obtain quotes for equipment and instrument rental and purchase, approve and process production vendor invoices within the Society's purchasing procedures, track production expenditure against budget across the season, and recommend equipment repair, replacement, or capital purchase as needs arise.
14. Schedule and coordinate all piano and keyboard tuning for rehearsals and performances, and work with the Principal Percussionist on instrument lists, transport, and setup requirements for each service.
15. Conduct site visits and assess production feasibility, access, power, staging, and crew requirements for run-out, outdoor, education, and community venues, and advise the General Manager and Music Director accordingly.

16. Perform such other duties as may reasonably be assigned in support of the Society's mission.

Qualifications:

- Experience: Two or more years of experience in live performance production, event management, or a related field.
- Technical Knowledge: Working knowledge of concert production, including staging, lighting, sound reinforcement, and the care and maintenance of instruments and production equipment.
- Organization: Strong organizational skills with the ability to manage multiple priorities, deadlines, and logistical details in a fast-paced environment.
- Problem Solving: Resourceful and proactive, with the ability to adapt quickly, remain calm under pressure, and resolve challenges effectively.
- Collaboration: Excellent communication and interpersonal skills, with a proven ability to build productive relationships and work effectively with diverse teams.
- Musical Background (Preferred): Familiarity with classical music and symphony orchestra operations is welcomed but not required.
- Driving Requirements: Valid driver's license, clean driving record, and eligibility for coverage under the Society's vehicle insurance policy. Ability and willingness to regularly operate Society vehicles, including in winter driving conditions.
- Physical Capability: Ability to lift and carry up to 50 pounds unassisted; move risers, acoustic shells, percussion, and production equipment; work at heights and in low-light or restricted-access areas; and stand or walk for extended periods.
- Computer Skills: Proficiency with scheduling and production software, spreadsheets, and shared file systems, along with the ability to quickly learn new technologies and tools as needed.
- Industry Knowledge (Preferred): Familiarity with AFM collective bargaining agreements and the working conditions and practices of professional orchestras.

Benefits:

The Spokane Symphony offers a competitive benefits package designed to support the well-being, professional growth, and work-life balance of our employees. Benefits for this position include medical and vision insurance; 401K with match; paid vacation/sick days; paid holidays; Washington paid sick leave; Washington Paid Family and Medical Leave; WA Cares Fund

participation; professional development opportunities; and access to select Symphony and Fox Theater performances, subject to organizational policy.

Equal Employment Opportunity and Accommodations:

The Spokane Symphony is an equal opportunity employer. Employment decisions are made without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, marital status, disability, veteran or military status, use of a trained dog guide or service animal, or any other status protected by applicable law. Reasonable accommodations are available for qualified applicants and employees with disabilities.

How to Apply:

Please submit a resume and cover letter describing your relevant experience and interest in the Spokane Symphony to careers@spokanesymphony.org

Applications will be reviewed on a rolling basis until the position is filled.