

Head of Production

Full-time

Salary: \$80,000-90,000

Minnesota Masterpiece Hall seeks a **Head of Production** to manage production for all concerts and events as well as serve as stage manager as needed. This person will recruit and train part-time staff, manage the production budget, and maintain an inventory of all production equipment. They will work with other team members to advance all events. All full-time staff will occasionally share duties and help out as needed.

Duties and Responsibilities

- Manage and execute all aspects of production for all concerts and events in the building
- Serve as stage manager as needed
- Recruit, train, schedule, supervise, and evaluate all part-time production staff
- Be responsible for preparing the facilities for artists
- Coordinate hospitality for artists
- Manage production budget
- Maintain an inventory of all production equipment
- Maintain master production calendar in coordination with all MMH staff
- Develop, implement, and evaluate policies, procedures, and guidelines for all production
- Ensure safe working conditions and best practices

Minimum Qualifications

- Bachelor's degree in an arts related field preferred
- Experience with and a working knowledge of all aspects of a concert hall, including production, technical, and performance
- Experience successfully managing stage/technical crews
- Strong time management skills and ability to manage many projects and changing priorities simultaneously
- Financial management experience
- Ability to work well under pressure with a calm demeanor
- Ability to lead, cultivate, and steward positive team relations throughout the organization
- Ability to work independently, as well as within a team
- Experience successfully engaging with the public
- Exceptional organizational abilities with impeccable attention to detail
- Excellent verbal and written communication skills
- Exhibits empathy and respect for all individuals
- Highest degree of personal ethics, integrity, and ability to treat all information with appropriate levels of confidentiality
- A lifelong learner, who is inquisitive and solves problems with entrepreneurial and innovative thinking

Licenses and Certifications

- Valid driver's license with clean driving record

Work Environment

- Work will be performed in an office environment and other locations throughout the building
- Working weekends is required and some overnight travel may be necessary

Salary and Benefits

- Competitive salary and employer-provided medical and retirement benefits

Application Deadline

- September 27, 2026

How to Apply

Submit a Letter of Application (required) and Resume to: **HIRING@MNMasterpiecehall.org**

About Minnesota Masterpiece Hall

Minnesota Masterpiece Hall was founded in 2022 to enhance arts and culture while generating economic development for Winona and the Southeast Minnesota area. Currently under construction and slated to open spring 2027, Masterpiece Hall will showcase a specially curated collection of masterwork paintings and present the world's most celebrated concert artists in performance. Integral to the mission and core values, visionary educational programs will inspire learners of all ages.

All offers of employment are contingent on your successful completion of a confidentiality agreement. In addition, you will need to provide proper identification verifying your eligibility to work in the United States.