

Sarasota Orchestra  
Job Description

**Job Title:** Production Manager  
**Department:** Artistic Operations  
**Reports to:** SVP of Artistic Operations  
**Classification:** Salaried / Exempt  
**Supervises:** Assistant Production Manager & Production Assistants  
**Location:** Sarasota, FL

**General Summary:**

The Production Manager is responsible for the successful execution of production operations for Sarasota Orchestra. The Production Manager will oversee all orchestra setups, technical logistics, and production requirements for all Orchestra programs and functions. The Production Manager shall nurture a respectful and positive working relationship with all employees, outside vendors and patrons / customers, supporting an inclusive, respectful culture and Sarasota Orchestra values.

**Responsibilities:**

IATSE and Non-union Hall Coordination

- Liaison with IATSE to coordinate SO schedule with IATSE crew (or stage/facilities manager of each hall)
- Learn and maintain compliance with Collective Bargaining Agreement (CBA) especially as it relates to working conditions

Operations

- Oversee, supervise and manage all SO orchestra service setups and technical logistics (Masterworks, Pops, GE's, Soiree's and Chamber run-outs). Oversee setups for Youth Orchestra, Sarasota Music Festival and Summer Music Camp
- Work closely, cooperatively and proactively with Artistic Operations Staff; Technical Director, Director of Facilities, Catering and Events Supervisor and other departments or internal / external customers as necessary for event set ups and production needs
- Operate lighting systems as needed
- Coordinate and schedule piano tunings
- Coordinate transport of equipment to performance venues
- Assist with some Facilities repair/maintenance

Personnel Office Administration

- Responsible for the management and supervision of the Assistant Production Manager and part-time production staff
- Learn and proficiently use OPAS database and Visio software
- Follow-up with performance venues to coordinate schedules, load in times, etc.
- Maintain inventory and schedule repairs of SO owned instruments (Pianos, Harpsichord, Harps,

- Maintain inventory and schedule repairs for SO owned truck and van
- Work professionally and proactively with other departments and musicians providing the best production customer service; demonstrating and supporting orchestra values.
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Artistic Operations department and other business needs.

## Qualifications

- High school or GED required; Associates or Bachelors degree preferred and / or an equivalent amount of prior skills and experience
- Must have at least 2 or more years' experience with orchestra production/operations
- Willingness and ability to work long hours, including nights and weekends
- Ability to work in a fast-paced, deadline driven environment, while maintaining a calm, positive, respectful and professional demeanor
- Ability to meet deadlines
- Knowledge of orchestral instrumentation/setups
- Basic knowledge of sound and lighting systems
- Microsoft Office proficiency required; OPAS and Visio experience preferred
- Strong attention to detail and accuracy required
- Excellent verbal and written communication skills required
- Ability to maintain positive relationships with all conductors, musicians and staff
- Ability to work well in a team environment
- Must have valid drivers' license and good driving record; prior experience driving vans and box trucks desired

## Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, crouch, push, pull, lift, grasp, use hands to handle or feel, and reach with hands and arms. The worker is required to have visual acuity to operate a motor vehicle, view a computer terminal, and determine the accuracy, neatness and thoroughness of work assigned. **This position requires the ability to frequently lift and/or move up to 50 pounds and lift up to 65 pounds overhead.**

## Working Conditions:

The job operates in a professional environment including office and performance hall settings and from time to time is required to travel to other work sites in the regional area. The worker is required to function in narrow aisles or passageways. The worker is subject to both inside and outside environmental conditions. In-person office work required.



If you are interested in this opportunity with Sarasota Orchestra, please e-mail a cover letter and resume to [HR@sarasotaorchestra.org](mailto:HR@sarasotaorchestra.org) or call [941-487-2704](tel:941-487-2704) with any questions you may have. Thank you!

We are an Equal Opportunity Employer.