

# Niagara Symphony Orchestra

## Job Posting: Production Manager

**Job Title:** Production Manager

**Location:** St. Catharines, Ontario/Remote (mostly in person during concerts, hybrid/work from home also possible)

**Reports To:** Executive Director

**Employment Type:** Part-time, specific hours leading up to concerts

**Compensation:** \$30-35/hour (commensurate on experience), 10-30 hours per week depending on increased hours during concert weeks

**Application Deadline:** December 27, 2024 (position can be filled before the application deadline)

**Start Date:** January 13, 2025

### About The Niagara Symphony Orchestra

For more than 75 years, the Niagara Symphony Orchestra has been instrumental in shaping and celebrating the rich cultural tapestry of Canada. Now in its 76th season, and with a renewed vision toward growth and sustainability, the orchestra's dedication to engaging musical experiences and its ability to foster connections within the community remain as vibrant as ever. With a distinguished history of outstanding performances and recordings, along with regional tours and meaningful community partnerships, we are committed to engaging and enriching both local and broader audiences through dynamic musical experiences.

Music Director Bradley Thachuk brings a broad artistic perspective, intellectual curiosity, and a spirit of innovation to the programming of the orchestra that serves the Niagara region. The Niagara Symphony Orchestra presents a diverse array of concerts each season, featuring everything from classical masterpieces to contemporary works.

Recognizing music's profound ability to heal, inspire, and unite individuals from various backgrounds, the Niagara Symphony Orchestra is honored to connect with all audiences through a variety of educational initiatives, community outreach programs, and health and wellness projects.

### Job Summary:

The Niagara Symphony Orchestra is seeking an experienced and detail-oriented Production Manager to oversee all technical and logistical aspects of concert production and to stage manage our concerts. This position will manage the entire production process for

performances, rehearsals, and special events, working closely with the NSO staff, artistic team, musicians, and production staff to ensure high-quality, seamless experiences for both performers and audiences. The ideal candidate has a strong background in live music production and/or theatre production, excellent leadership skills, a deep commitment to a positive working environment, and bringing world-class music to life on stage.

### **Key Responsibilities:**

- **Production Planning & Execution:** Develop and oversee production plans for all concerts, rehearsals, and events, ensuring all logistical, technical, and scheduling requirements are met. Attend production meetings and provide production details to venues.
- **Technical Management:** Supervise tech crew in the setup and operation of stage equipment, audio-visual components, lighting, and other technical elements, addressing any issues promptly to minimize disruptions.
- **Stage Manager:** Act as stage manager during concerts (backstage coordination with venue technical crew)
- **Health & Safety Compliance:** Ensure all production activities comply with health, safety, and accessibility regulations, proactively addressing potential risks.
- **Event Coordination:** Serve as the primary on-site production lead for concerts and events, directing setup and teardown and supporting smooth transitions on stage.
- **Communication & Reporting:** Act as the central point of contact between departments for production needs, providing regular updates to the Director of Operations and preparing post-event reports.

### **Qualifications:**

- **Education:** Bachelor's degree in Music, Arts Administration, Technical Production, or a related field (or equivalent work/education experience).
- **Experience:** 1+ years of experience in production management within a performing arts organization or theatre-style venue, preferably with a focus on live music or orchestras.
- **Skills:**
  - Excellent organizational and project management skills, with the ability to prioritize and multitask.
  - Strong technical knowledge of stage, lighting, sound, and AV equipment.

- Proficient in job-related software, scheduling tools, such as MS Office Suite, and production software such as Sketchup Pro.
- Exceptional communication and interpersonal skills.
- Experience managing production budgets and vendor relationships.

**Attributes:**

- **Leadership:** Skilled at leading teams, resolving conflicts, and motivating staff to perform at their best.
- **Problem-Solver:** Proactive and resourceful in identifying and resolving production challenges.
- **Attention to Detail:** Consistently accurate and thorough, ensuring high standards for every production.

This position requires occasional heavy lifting, working at heights, and in some locations that are not accessible by users of mobility aids. For more information about specific duties, please reach out to us at the email below.

**Compensation/Benefits:**

- \$30-35/hour depending on experience.
- Competitive hourly wage, flexible working hours, some hybrid/work from home.
- Opportunities to attend performances and special events.
- Professional development and growth within a leading performing arts organization.
- Private office in St. Catharines (if needed)
- Access to new Mac laptop with production software and other relevant applications (company property)

**We are committed to equity and justice in hiring and we particularly encourage applications from people from communities of colour, LGBTQ2S, Indigenous, disabled, and other equity-seeking communities. We welcome people from all genders to apply for this role.**

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This role is vital to the success of our performances and enhances our reputation for high-quality production. If you are an experienced production professional with a passion for the performing arts, we invite you to apply!

**How to Apply:** Submit your resume and cover letter to [apply@niagarasymphony.com](mailto:apply@niagarasymphony.com) with “Production Manager” in the subject line.

Only applicants asked to be interviewed will be contacted.

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