



Job Description

Job Title: Production Manager

Department: Concert Production

Reports to: Senior Production Manager

FLSA status: (exempt or nonexempt) Exempt

Date revised: September 29, 2022

Approved by: John Roloff

SUMMARY

The Production Manager is an integral team member in the concert production team serving a broad range of organizational and operational duties to ensure the success of Kansas City Symphony performances and events. Primary responsibilities include assisting in the oversight and management of concerts and coordinating both front of house and back of house logistics for concerts. Other responsibilities include, but are not limited to, preparing, and updating organizational calendar and production schedules, coordinating event logistics and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves in rotation as “Concert Manager” for over 100 public performances a year (both at the Kauffman Center and in the community), overseeing and managing all back of house and front of house needs for a successful and safe performance environment for audience and performers alike.
- One of the organization’s primary points of contact with the operational staff of the Kauffman Center for the Arts, maintaining strong and complete communication between organizations.
- A key liaison between the administration of the organization and the musicians of the orchestra, anticipating and/or troubleshooting any operational or production issues that may arise at rehearsal and performances back-of-house.
- Ensures production arrangements for each concert as assigned, including sound, lights, pianos, dressing rooms, production-related equipment, rental instruments, performers’ amenities, access and parking. Ensures that concerts start on time and run smoothly.
- Prepares and updates production, instrument rental as well as other concert-related documents for staff and outside contractors.
- Works with Stage Manager(s) pertaining to concert/event production, ensuring that the concert is visually attractive and physically correct. Coordinates with Stage Manager the equipment arrival and transportation.

- Develops the tuning schedule for pianos and harpsichords and arranges with technicians for same. Arranges for the maintenance of the KCS piano; arranges for the acquisition of rental instruments as required by contract rider or concert repertoire.
- Works as an integral part of the production team for outdoor concerts including Celebration at the Station and Symphony in the Flint Hills.
- Creates and manages Concert Duty schedule for designated staff.
- Serve as part of primary team executing Mobile Music Box performances. Manage staff training and licensing requirements for the Mobile Music Box.
- Implement preventive maintenance schedule for KCS equipment (i.e. instruments, technical equipment, Mobile Music Box). Recommend additional maintenance and improvements to equipment for consideration.
- Maintain adequate inventory of supplies backstage at performance venues.
- Maintains CPR/AED/First Aid training records and coordinates new training for Artistic Operations team employees. Maintains AEDs at KCS offices and in crew roadbox and coordinates with StatPADS to keep AEDs in proper use.
- Performs other duties that may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND QUALIFICATIONS:

Diplomacy and pleasant manner essential. Exceptional organizational abilities and acute attention to details and deadlines. Ability to work efficiently and effectively under pressure managing multiple priorities. Appreciation for and sensitivity to the needs of the orchestra musicians and guest performers. Public manner which enhances the perception of the KCS as a well-run and professional organization. Team player with a high degree of personal initiative and drive. Self-starter. Basic computer skills including Word for Windows, Excel, and OPAS.

EDUCATION AND EXPERIENCE:

Bachelor's Degree (BA) in music or related field or two years' experience and/or training; or equivalent combination of education and experience. Musical background preferred. Knowledge of classical music, symphony orchestra operations and event coordinating a plus. Knowledge of Microsoft Office and OPAS orchestra software is preferred, but not required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret artist contract language, and other industry documents. Ability to write letters, instructions, reports, and various documents with clarity and which conform to prescribed style and format. Ability to effectively present information and respond to questions from managers, vendors, customers, and the general public. Strong English language skills required.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in standard units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY:

Outstanding organizational skills, ability to multi-task, and the ability to work effectively with orchestra members and the administrative team. Must be flexible and able to problem-solve quickly and effectively.

OTHER:

The ideal candidate will bring maturity, flexibility, and strong organizational skills to the position. He/She will enjoy working as part of a team and have outstanding multi-task and organizational skills. The candidate will be able to problem-solve quickly and effectively and, with experience, will be able to anticipate requirements. He/She will be poised, will welcome feedback, and will demonstrate a service-oriented approach to the job. Proof of Covid-19 vaccination is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to move among stage equipment, delicate instruments, and performers without jeopardizing safety of same or self.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include ability to monitor focus.

WORK ENVIRONMENT:

Due to rehearsals, concerts and KCS related events, this position demands flexibility with hours and ability to work nights and weekends. Position requires a drivers' license and personal automobile for use. Mileage will be reimbursed by the KCS. Experience driving large vehicles including towing trailers is preferred. Some overnight traveling will be required.

TO APPLY:

You may mail your application (cover letter and resume) to:

Kansas City Symphony
ATTN: Joshua Scheib
1644 Wyandotte Street
Kansas City, MO 64108

You also may email your application to:

jscheib@kcsymphony.org

No calls, please.

The Kansas City Symphony is an Equal Opportunity Employer and is committed to creating and supporting a diverse staff.