



POSITION DESCRIPTION

Position Title: Assistant Manager, Production
Department: Artistic Operations
Reports To: Artistic Operations Manager
Shift: Includes some evenings and weekends

About Us:

The mission of the Hartford Symphony Orchestra is to enrich lives and community through great music. Marking its 77th season in 2020-2021, the HSO is Connecticut's premier musical organization, the second largest orchestra in New England, and widely recognized as one of America's leading regional orchestras. The Hartford Symphony Orchestra named Carolyn Kuan as its tenth music director in January 2011; she is the first woman and youngest person to hold this title. The HSO captivates and inspires audiences of all ages by presenting more than 100 concerts annually, including the Masterworks Series, POPS! Series, Sunday Serenades, Discovery Concerts, Symphony in Schools, Musical Dialogues, the Talcott Mountain Music Festival, and more. The HSO aims to deliver uniquely powerful and emotional experiences that lift and transform the spirit, and to give back and help create vibrant communities in the Greater Hartford area.

Position Summary:

The Production Assistant Manager is responsible for the planning, scheduling, and successful execution of the production elements of all HSO concert activities, run-outs, special events and other presentations. S/he is further responsible for the overall safety of stage activities for both crew and artists.

- Collaborate with Artistic Operations Manager and all departments to proactively create detailed production plans well in advance of rehearsals and performances.
- Implement pre-production and production schedules in coordination with the season master calendar, other departments and various venues, and in accordance with Collective Bargaining Agreements. This includes rehearsals, load ins and outs, IATSE/crew calls and orchestral equipment deliveries.
- Create and distribute timely and accurate department materials to both internal and external constituents including, but not limited to, stage plots, production/tech riders, production calendars, guest artist itineraries, and required HSO musician communications.
- Build and maintain relationships with production vendors, including negotiating trade agreements. Order production elements and ensure they are consistent with the artistic vision for each concert, of the highest artistic level and within established budgets.
- Evaluate venue suitability for orchestral rehearsals and performances and provide detailed, accurate production information to venue staff.
- Oversee stage personnel and road managers, set-up, changeover and strike of the stage, ensuring safety and accuracy of stage plots and production elements.
- Coordinate transportation of orchestra equipment as required in collaboration with stage personnel and road managers.
- Manage scheduling of HSO truck and orchestra equipment maintenance as well as advising on future needs and purchases.
- Oversee the performance and backstage area, including the cueing and movement of performers, scenic and technical elements, all conductor, orchestra and soloist stage entrances and exits. Supervise performers and stage personnel during rehearsals.
- Assist Artistic Operations Manager with event and department budgeting to maximize cost saving efforts.
- Manage HSO performance database (OPAS) and musicians' portal.
- Other duties as required.

Qualifications:

- Highly motivated to succeed, goal oriented and able to inspire confidence.
- College degree preferred, 3+ years' experience working with theater technical production elements required. 3+ years' experience in orchestral concert production or similar strongly preferred. Experience working in the field with union employees, i.e., stagehands and musicians desired.
- Ability to work harmoniously and diplomatically with others with excellent written, verbal and interpersonal communication skills.
- Proven leadership qualities and management skills.
- Familiarity with symphonic repertoire, work environment, and needs of professional musicians. Ability to read music preferred.
- Ability to interpret and implement labor contracts.
- Detail-oriented; ability to balance multiple priorities.
- Ability to work effectively and calmly in stressful situations.
- Excellent problem-solving and organizational skills.
- Proficiency with Microsoft Word and Excel required, experience with Microsoft Office 365, Microsoft Vizio and OPAS preferred.
- Ability to walk up stairs, lift 30 pounds.

Other Skills and Abilities: Highly motivated to succeed, goal oriented and able to inspire confidence. Excellent written, verbal and interpersonal communication skills. Adept at building and maintaining strong staff. Ability to prioritize multiple responsibilities and to work under deadlines. Prior experience in event management or performing arts is desirable.

The successful candidate will embrace the essential components of a strong team, including open communication, trust, respect, loyalty, and shared vision. Additionally, to perform the job successfully, an individual should demonstrate the following competencies:

- **Initiative:** Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge; ability to solve problems. Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for help when needed.
- **Work Habits:** Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties.

- **Continuous Learning:** Assesses own strengths; seeks feedback to improve performance; pursues training and development opportunities; strives to continually build knowledge and skills. Readily accepts changes in ways of performing present job functions. -
- **Computer Savvy & System Building:** Adapts to new technologies; evaluates as potential solutions to existing challenges; works to develop additional technical knowledge and skills.
- **Business & Organization Knowledge:** Having knowledge of The Bushnell's business involves understanding our industry and how the incumbent's employee's position and knowledge plays an important role in the success of the organization.
- **Planning and Organization:** Ability to schedule workload, set priorities, and manage time in order to complete assignments and fulfill responsibilities. Uses goals to guide actions.
- **Judgment:** Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor. Discretion in handling confidential material.
- **Leadership:** Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same.
- **Supervision & Development of Employees:** Orients and trains employees and sets standards for work performance. Recognizes performance strengths and limitations of subordinates. Effectively directs performance management as a means of developing employees. Delegates authority as necessary and inspires staff to work toward common goals. Motivates employees achieve objectives. Sets expectations/monitors performance of direct reports.
- **Creativity and Innovation:** Able to challenge conventional practices; adapts established methods for new uses; pursues ongoing system improvement; creates novel solutions to problems. Ability to be self-directed.
- **Presentation & Communication Skills:** Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Presentations are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed. Uses confidential information with discretion.
- **Selection of People:** Requires an understanding of how the job fits into the "big picture", identifying the key requirements and matching people's skills and experience. Applies to the recruitment of staff, distribution of duties or projects to current staff and placement of staff on work groups.
- **Organizational Goals:** Individual's level of understanding of organizational objectives, relative to role, and how well individual accomplishments and actions support the organization in achieving its goals.
- **Building Effective Teams:** Creates a participative working environment using empowerment; facilitates discussion before decision-making process in complete; acknowledge team members' individual competencies, celebrate successes.
- **Direction Setting:** Good direction setting involves securing relevant information and identifying key issues and relationships from the information. It also includes setting priorities, allocating proper amounts of time to activities, and staying aware of interrelationships among activities.
- **Fiscal Responsibility:** Utilizes finances, budgets, facilities, equipment, supplies, and materials efficiently and effectively to support the needs of the department and organization. Follows budget procedures and meets deadlines.

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. The employee is occasionally required to stand and may occasionally lift and/or move up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The noise level in the work environment is usually moderate.

The above statements are intended to describe some specific duties and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.