

## **Production Manager**

### **Position Description**

The Production Manager reports to and works with the Executive Director in the planning and implementation of concerts. This includes being responsible for ensuring that the production of all orchestra services (concerts and rehearsals) run safely, smoothly and efficiently. The Production Manager also works with the Orchestra Librarian, Personnel Manager, and Music Director to ensure the production meets the artistic requirements of each program. The Mid-Texas Symphony performs mainly in Jackson Auditorium at Texas Lutheran University in Seguin, Texas, plus a variety of venues in New Braunfels, Texas.

### **Duties and Responsibilities**

- Attend all rehearsals and performances.
- Assess stage and equipment needs for all concerts according to concert repertoire and musician needs and confirm their availability with respective performance venues.
- Responsible for transportation of orchestra-related equipment to and from concert venues, as well as load-in and load-out.
- Manage MTS stage crew and supervise load-in, set up, and load-out activities.
- Work in collaboration with the technical crew at each venue to satisfy the staging and equipment requirements for each rehearsal and performance.
- Responsible for concert stage appearance and equipment adjustments during rehearsals and performances.
- Arrive first and leave last after confirming everything is secured at close of each service.
- Ensure that soloist/guest artist's rider requirements are fulfilled.
- Cue lighting, performance entrances and stage changes at each performance.
- Assist percussionists in placing instruments as requested.
- Remain available backstage during all rehearsals and performances to assist with set changes, musician requests, etc.

### **Qualifications**

- Experience working in performance industry and familiarity with orchestral production.
- Professional appearance and decorum.
- Able to work well with others under pressure and in a variety of settings.
- Reliability, strong organizational skills, and effective communication skills.
- Valid Texas Driver's License for transporting equipment and supplies.
- Ability to lift up to 40 lbs.
- Ability to work flexible hours.

### **Work Hours/Compensation**

The Production Manager is an independent contractor to be paid \$1,000.00 for each orchestra production as listed below. A \$200.00 fee will be paid for managing the

annual audition process. Total annual compensation for the 2021-22 Season:  
\$6,200.00

To apply please send a resume to the Executive Director by email to jobs@mtsymphony.org. Executive Director will follow up with candidates if selected for an interview. No calls please. Position is open until filled.

**Mid-Texas Symphony Society, Inc.**  
**2021-22 Season**  
**Production Dates and Venues**

Auditions – Seguin HS PAC, Seguin, Texas  
Saturday, September 4, and Sunday, September 5, 2021

Concert 1- Jackson Auditorium at Texas Lutheran University, Seguin, Texas  
Friday, September 10, 2021, Load-In  
Saturday, September 11, 2021, Rehearsal I and II  
Sunday, September 12, 2021, Rehearsal III and Concert (4:00 p.m.)  
Monday, September 13, 2021, Children’s Concert I and II (9:30 a.m. and 11:00 a.m.),  
Load-Out

Concert 2- Performing Arts Center at Canyon High School, New Braunfels, Texas  
Friday, October 15, 2021, Load-In  
Saturday, October 16, 2021, Rehearsal I and II  
Sunday, October 17, 2021, Rehearsal III and Concert (4:00 p.m.)  
Monday, October 18, 2021, Children’s Concert I and II (9:30 a.m. and 11:00 a.m.), Load-  
Out

Concert 3 (Holiday) - Jackson Auditorium at Texas Lutheran University, Seguin, Texas  
Friday, December 10, 2021, Load-In  
Saturday, December 11, 2021, Rehearsal I  
Sunday, December 12, 2021, Rehearsal II and Concert (4:00 p.m.)

Concert 4- Brauntex Performing Arts Theatre, New Braunfels, Texas  
The Soldier’s Tale  
Saturday, February 19, 2022, Load-In, Rehearsal I and II  
Sunday, February 20, 2022, Rehearsal III and Concert (4:00 p.m.)

Concert 5- New Braunfels Civic Convention Center, New Braunfels, Texas  
Star Wars and Beyond  
Saturday, April 2, 2022, Load-In, Rehearsal I  
Sunday, April 3, 2022, Rehearsal II and Concert (4:00 p.m.)

Concert 6- Jackson Auditorium at Texas Lutheran University, Seguin, Texas  
Friday, April 22, 2022, Load-In  
Saturday, April 23, 2022, Rehearsal I and II  
Sunday, April 24, 2022, Rehearsal III and Concert (4:00 p.m.)