JOB DESCRIPTION

Title: Production Manager
Reports to: Executive Director
Status: Contracted
Compensation: Commensurate with experience and qualifications

Production Manager Position

The Production Manager ensures that all concert production elements for Mercury performances are planned and executed at the highest possible artistic and operational levels. The Production Manager will plan and execute production elements for a diverse array of concerts including annual Gala. The Production Manager works alongside with all venue technical crews and production team members, ensuring the smooth running of all rehearsals and performances while meeting the needs of musicians, conductor, and guest artists.

Key Duties & Responsibilities

- Coordinating and leading monthly production meetings with crew leader and artistic staff
- Ensuring proper set-up of stands, chairs, and instruments in consultation with Artistic Director
- Moving instruments and equipment from off-site storage to performance venues
- Arranging instrument tuning, as necessary
- Interfacing with video contractor for the live streaming of all concerts
- Working with the stage crews and venue staff to maximize the performance of acoustic, lighting, sound, riser systems, and other technical aspects of performances
- Supervising and working with IASTE stage crew for all load ins, rehearsals, performances, and load outs
- Ensuring all stage work is completed in a safe and timely manner
- Monitoring and recording all stage crew hours, breaks with crew leader
- Attend and stay through all rehearsals and performances to accommodate the conductor’s needs
- Arranging guest artist transportation and hospitality, as needed
- Other duties as assigned
Qualifications & Skills

- Understanding of, and sensitivity to the needs of professional musicians and conductors and the ability to be able to anticipate their needs
- Excellent written and verbal communication skills and ability to work effectively and diplomatically with diverse personalities
- Ability to work efficiently under pressure
- Acute attention to detail
- Ability to manage multiple priorities and meet deadlines
- Ability to function as a cooperative team member
- Strong computer skills including Microsoft Office and concert planning software
- Knowledge of classical music repertoire and ability to read music, a plus
- Knowledge of lighting design, a plus

The Organization

Founded in 2000, Mercury Chamber Orchestra has achieved phenomenal growth over the last decade, presenting over 30 performances each season, reaching more than 20,000 audience members each year through our distinctive concert series, community events, school outreach and recording projects. Under the artistic leadership of Antoine Plante, Mercury serves the community by celebrating the power of music, teaching, sharing, and performing with passion, intimacy, and excellence. The organization has an administrative team of five full-time employees. Our annual operating budget is $1.5 million.

How to Apply:

Please send resume and cover letter outlining your interest to jobs@mercuryhouston.org. No calls please.

Mercury Chamber Orchestra is an equal opportunity employer. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.