

# Job Posting

## Production Manager

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Calgary Phil presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors. In a typical Season, the Orchestra welcomes over 100,000 visitors to the concert hall and reaches audiences around the world through its free and accessible digital programming and live-stream initiative — an immersive, online concert experience that launched in 2017. Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram and Twitter, and register for email updates at [calgaryphil.com/newsletter](http://calgaryphil.com/newsletter).

### The Role

We are looking for an experienced Production Manager to join the Calgary Philharmonic's Artistic Operations team. This position oversees the planning and execution of all production, logistical, and technical aspects of Calgary Philharmonic Orchestra services. You will report to the Director, Artistic Operations, and work closely with all members of the Calgary Philharmonic's administrative team and Orchestra.

### Responsibilities

- Oversee and manage the planning and execution of all aspects of production for all venues where the orchestra performs (includes reviewing technical information, obtaining quotes, sourcing equipment and instruments, etc.).
- Hire appropriate crew, ensuring the quality, effectiveness, and efficiency of crew members.
- Create stage maps based on instrumentation, liaising with Orchestra and venue staff, and stage crew.
- Ensure set-up of performance stage: instruments, chairs, stands, podium, as well as lighting, sound, climate control, risers, and platforms where required, and any other special performance requirements for all concerts and rehearsals.
- Source/rent instruments, backline, video and technical equipment, organize instrument and equipment transportation, arrange tunings, etc.
- Create and track annual budget for production costs, including venue rentals, stage crew, transportation of instruments, equipment, staging, sound/lighting, etc.
- Create and circulate production schedule, working actively with Artistic Operations staff, venue staff, and technical providers to ensure that all details are captured and effectively communicated to required parties within timelines, as you have determined according to the Orchestra's schedule.
- Process and report on monthly Resident Company invoices.
- Maintain inventory of stage and production equipment and instruments, assisting with insurance requirements, etc.; advise on maintenance and possible acquisitions.
- Advise on possible venues, assessing feasibility in view of safety, Collective Bargaining Agreement (CBA) requirements, and what is required for the Orchestra.

- Ensure safe working environment and that backstage facilities are in good working order.
- Oversee logistics for run-out performances and tours.
- Chair regular meetings among the team to go through production and logistical details; attend Arts Commons Production and Resident Partner meetings, communicating relevant information to others within the organization.
- Contribute to Health + Safety discussions, and Chair meetings of the Musician Health + Safety Committee.
- Point-of-contact for staff use of the Calgary Philharmonic van and its maintenance schedule.

### **Desired Qualifications**

- 5+ years' experience working in a production role for a performing arts organization
- A sincere interest in arts and culture
- Strong organizational and problem-solving skills
- High attention to detail
- Proactive, industrious, and an ability to navigate multiple projects within necessary timelines
- Demonstrated leadership ability, strong communication skills, and capable of working collaboratively within a team

### **Additional Details**

- Salary range for this position is \$56,000 to \$77,000 annually.
- This full-time position requires some evening and weekends and offers flexibility off-set evenings and weekends.
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9.
- The Calgary Philharmonic Orchestra is an equal opportunity employer.

### **Application Process**

Deadline: 25 OCTOBER 2021

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter, resume, and salary expectations to:

Jennifer MacDonald  
Director, Artistic Operations  
HR@calgaryphil.com

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.