Production Administrator

JOB DESCRIPTION

The Production Administrator supports all production and artistic operations functions with expert administrative support to the entire Production Team. The production administrator staffs rehearsals, performances and special events as assigned and occasionally travels with the ensemble.

Along with the entire Conspirare team, this person fills a foundational role in insuring Conspirare fulfills its mission to engage audiences in extraordinary musical experiences through world-class choral performances and recordings.

Position Duties:

Administrative
- Maintain the annual Production Calendar and Production Expenses to be paid worksheet
- Assist with the creation, distribution, and management of artist, music licensing, and production-related contracts
- Draft and regularly updates rehearsal schedules and timelines for performances and events, insure information from contracts is entered into timelines as appropriate
- Draft correspondence to various constituents
- Communicate accurate information about production to Conspirare staff so they can effectively manage their responsibilities
- Assist with other Conspirare events to include keeping timelines, managing contracts, collecting and distributing forms, and related processes
- Research potential venues and maintain a venue database
- Order production supplies
- Pack and ship production materials
- Research local, regional, national, and international venues and presenters
- Create production expense budgets for performance events
- May spearhead printed program, coordinating collection of all materials and distribution to the designer, prepares program materials as assigned
- Prepare expense reports for production staff and artists
- Update artist and music library databases
- Create and proof musician rosters
- Serve as office manager back up
Events:
● Attend all Austin performances and selected out of town performances.
● May serve as crew including setting up and tearing down tables, chairs, and other equipment, creating stage diagrams and blocking charts for performances, overseeing the usability & condition of a venue, including locking/unlocking doors for all reserved rooms, checking cleanliness of bathrooms, restoring the venue to original condition, cleaning up reserved rooms

General:
● Assist with other duties including library maintenance, maintaining Conspirare archives, wardrobe, rehearsal and performance set up and tear down
● Other duties as assigned

Required Knowledge and Skills
● Highly proficient computer skills including Microsoft Office, Excel and PowerPoint.
● Excellent organization and planning skills
● Excellent interpersonal communication skills. Demonstrated evidence of successful teamwork. Collegial approach to communication, comfortable with occasional public speaking
● Able to accept direction. Needs to be comfortable and flexible with evolving priorities and roles
● Professional demeanor
● A working knowledge of theatrical, film, and/or production procedures and practices and eagerness to apply that knowledge in a wide range of venues

Preferred Knowledge and Skills
● Familiarity with music and basic knowledge of choir and/or ability to lean this important contextual information appropriate to the organization
● Reads music
● 1-2 years experience as a student, volunteer, or professional stage manager or in other production role
● Basic understanding of copyright and licensing
● Experience with Donor Perfect or other database program
● Experience using Wordpress or other online web management system

Physical Requirements
● Hours may vary depending on production schedule and include nights and weekends.
● Ability to perform daily work in a typical office environment seated for extended periods with exposure to computer monitors and repetitive operation of mouse & keyboard is required
● Occasional Light to moderate lifting/moving of equipment, including pianos, music stands, risers, boxes of materials
Other:
● Must have transportation and smart phone for work related use
● This is a full-time, non-exempt position with benefits. The normal hours for this position are 9-5:30 pm Monday-Friday and nights and weekends as required

Other duties as assigned.

The production administrator reports directly to the Director of Program Fulfillment and Artistic Operations/Executive Assistant to the Artistic Director.

ABOUT CONSPIRARE: Conspirare is a professional choral organization under the leadership of Craig Hella Johnson. Inspired by the power of music to change lives, this ensemble engages singers from around the world to deliver world-class, extraordinary musical performances and recordings. Their discography includes 12 commercial albums and 11 self-produced live albums. After six nominations, Johnson and Conspirare were awarded a Grammy® for Best Choral Performance on The Sacred Spirit of Russia album. Based in Austin, Texas Conspirare performs an annual concert series and also tours in the United States and abroad. The organization also includes the Conspirare Symphonic Choir which boasts more than 100 voices and Conspirare Youth Choirs, an educational program for singers ages 9-18 years old. More information at www.conspirare.org.

Conspirare is an equal opportunity employer. All qualified individuals are encouraged to apply. To apply, please send a resume and cover letter in PDF format to amcnair@conspirare.org. Please put “Production Administrator” in the subject field.