



Production Assistant Job Description

Purpose

The Production Assistant assists and supports all production and artistic operations functions. Conspirare's performances encompass a wide variety of venues ranging from large theaters to small churches. Performances utilize lighting, sound, and projection of images. During rehearsals and performances the production assistant serves as a point of contact for the Artistic Director, Conspirare staff, stage manager, stage crew, artists, front of house staff, designers, recording engineers and other vendors. The production assistant establishes and maintains relationships with internal and external contacts including venue contacts, artists, technical and creative service providers.

The production assistant plays an essential role in administrative processes that insure successful implementation of the artistic vision. This position will have regular office hours. Routine office duties include assisting with answering telephones, filing and distributing paperwork; data entry, music library filing, research, arranging meals, processing receipts, photocopying, general office administration, assists with the creation of schedules and budgets, and distributing production paperwork. The production assistant will collaborate closely with staff to research and draft annual production budgets and calendars. Production assistant attends and works rehearsals and performances. The production assistant is responsible for ensuring equipment arrives at events, and will transport equipment to rehearsals and performances in a personal or rental vehicle. The production assistant reports directly to the Director of Program Fulfillment and Artistic Operations/Executive Assistant to the Artistic Director.

Position Responsibilities

Logistical planning for events 50%

- Maintain the annual Production Calendar and Production Expenses to be paid worksheet
- Assist with the creation, distribution, and management of production- related contracts.
- Create rehearsal schedules and timelines for performances
- Communicate accurate information about production to Conspirare staff so they can effectively manage their responsibilities
- Research potential venues and maintain a venue database

Event Execution 20%

- Attend all Conspirare rehearsals and performances and travels with the ensemble
- Work with venue coordinators to facilitate AC, sound & electrical needs, and any other venue related issues
- Work with sound, lighting and recording personnel during performance events
- May serve as crew at times to include 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.

- Transports needed equipment including podium, risers, and stands to rehearsals and performances using personal or rented vehicle.

Relationship Building and Planning 15%

- Research local, regional, national, and international venues and presenters.
- Assists with the creation of production expense budgets for performance events

Assist with other duties including library maintenance, wardrobe, rehearsal and performance set up and tear down, 15%

- Other duties as assigned.

Required Knowledge and Skills

- Eager to learn and accept direction
- Highly proficient computer skills including word processing and spreadsheet software.
- Excellent organizational and planning skills
- Excellent interpersonal communication skills. Demonstrated evidence of successful teamwork. Collegial approach to communication, comfortable with occasional public speaking
- Ability to handle varied levels of multi-tasking and to adapt to rapidly changing environments
- 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 learn this important contextual information appropriate to the organization
- 1-2 years experience as a student, volunteer, or professional stage manager or in other production role.

Physical Requirements

- Hours 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.
- Light to moderate lifting/moving of equipment, including pianos, music stands, risers, boxes of materials is routine.
- Ability to drive for long periods of time in both day and nighttime conditions.

Other

- Must have transportation and smart phone for work related use.
- This is a full-time exempt, entry level-position with benefits.

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 with salary requirements in PDF format to amcnair@conspirare.org.**