

PRODUCTION MANAGER

The Vancouver Symphony Orchestra seeks a Production Manager. Reporting directly to the Director of Production, the Production Manager oversees and directly supervises technical, logistical and production aspects of concert production events. This position works closely with the Orchestra's Artistic Operation Team, as well as the other internal departments of the VSO.

Vancouver Symphony Orchestra Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the VSO's Music Director and the Artistic Advisor of the VSO School of Music.

The Production Manager:

- Liaises with the orchestra's stage and digital production teams, venues and facilities, including the management of VSO run outs and summer events.
- Assists in the recruitment, training, managing and scheduling of Stage Managers, as well as serving as Acting Stage Manager in rehearsals and concerts, if required.
- Liaises with the Artistic Administrator in implementing the master production schedule within ArtsVision.
- Maintains and supervises stage and theatre conditions according to the requirements of the AFM Local 145 VSS-VMA Collective Agreement.
- Liaises with the Technical Director in: managing instrument and equipment rentals and coordinating keyboard tuning; preparing and distributing stage set-up and production plans for all performances, as required; ensuring timely execution of technical riders for incoming productions; reviewing technical information, obtaining quotes, sourcing equipment and instruments.
- Assists the Director of Production in the preparation of budgets relating to production, including tours, special events and recording. Assists in ongoing tracking of show reports and crew costs.
- Processes service provider invoices.

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

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- Assists in the inventory and maintenance of VSO instruments and equipment.
- Coordinates with venues and vendors for deliveries, pick-ups, tuning schedules and load in/out.
- Attends VSO rehearsals and concerts when requested.
- Liaises with Stage Management and Artistic Administrator with the venue's front of house staff, regarding doors open, concert start, late seating and intermission.
- Coordinates production needs on behalf of the VSO outside of the home venue, with relevant external contacts.
- Other responsibilities as requested.

Desired Qualifications

- Demonstrated experience working in a production role for a performing arts organization.
- A sincere interest in arts and culture, especially classical music
- Strong organizational and problem-solving skills
- Proactive, detail orientated with an ability to navigate multiple projects within necessary timelines.
- Demonstrated leadership ability, strong communication skills and is capable of working collaboratively within a team.
- Computer proficient .
- Exceptional organizational and time-management skills.
- Valid BC driver's license

Remuneration

\$55,000 – \$69,000 based on experience

What it's like to work here

The VSO offers a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans. We value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace and

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encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO offers a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Applications will be reviewed on an ongoing basis until this position is filled. Please send cover letter and resume to employment@vancouversymphony.ca Please include “Production Manager” in the subject line.

The VSO thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline

Feb. 26, 2024

We thank you for your interest in the Vancouver Symphony Orchestra.