

Position Title: Production Manager I

Supervisor: Thor Mikesell, SOMD Producing Technical Director

Hours per week: hrs/week varies April 23-June 23, 2025; onsite June 16-July 17. Hours include evenings and weekends.

Compensation: \$28.47/hr

Position Summary: The Production Manager I ensures seamless execution of all production elements for a portfolio of Oregon Bach Festival performances and events, upholding the highest artistic and operational standards. This role focuses primarily on producing exceptional performances of the festival's projects featuring chamber and crossover ensembles. The Production Manager I is supervised by OBF's Production Director, directed by Program/Project/Event Managers who provide programmatic oversight for each project, and collaboratively leads project-specific cohorts of seasonal and venue staff to ensure the smooth operation of events while meeting the needs of performers, patrons, and colleagues.

Duties & Responsibilities:

- Participate in production planning and conductor meetings in advance of the festival, as well as all daily production meetings during the festival. Report out to project cohorts with updates following each meeting.
- For each project in assigned portfolio:
 - Produce all associated events (rehearsals, concerts, talks, receptions, etc.) as overseen by the associated Program/Project/Event Manager.
 - Provide direction and support to individual staff as the leader within the context of each assigned project cohort (Librarian, Chorus Liaison, Orchestra Liaison, Conductor Liaison, Artist Liaison, Stage Manager, and House Manager), as well as venue staff and vendors.
 - Review, confirm, and manage technical production schedules/reservations with associated venues and vendors, including performance service crew calls, technical service crew calls, and all associated audio/visual, lighting, supertitle operation, projection, backline, tuning, and equipment/musical instrument scheduling and rental needs.
 - Schedule personnel for and manage technical services (load ins, load outs, equipment/musical instrument delivery, tunings, lighting focus, etc.).
 - Schedule personnel for and manage performer services (rehearsals, sound checks, performances, etc.).
 - Schedule equipment transportation from SOMD to other venues and back.
 - Generate or review/update previously generated stage plots for final approval (including conductor/artist consultation); provide approved stage plots to SOMD Stage Manager or corresponding venue staff member for implementation.
 - Generate run-of-show documents in consultation with project cohort; distribute approved documents in advance of each performance/public event. Facilitate pre-concert review meeting, as necessary.
 - Call each performance/public event, delegating to the Stage Manager or corresponding venue staff member, if appropriate.

- Cultivate an environment that supports artistic expression of the highest quality.
- Additional duties, as assigned by the Production Director.

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- At least three years of experience in concert production with one or more professional music performance organizations.
- Strong understanding of the needs of professional performers.
- Demonstrated ability to manage a project cohort, balancing varied skill, experience levels, and personalities in a variety of production settings.
- Exceptional organizational, problem-solving, and communication abilities.
- Proficiency in Microsoft Office.
- Valid driver's license.

Preferred Qualifications:

- Experience in concert production with professional chamber music and/or popular music projects and organizations.
- Proficiency in Vectorworks/OmniGraffle Pro, Acrobat, and OPAS.
- Experience producing events at the Hult Center for Performing Arts, or similar facilities.
- Experience producing events at UO School of Music and Dance facilities.