

Staff Production Assistant

Dates of Employment: May 15 – August 13, 2019

Reports To: Director of Production, Assistant Production Managers, Company Manager

Supports: Opera Production Staff, Orchestra Production Staff

Summary

The Staff Production Assistant contributes to the creation of all festival concerts, operas, special events and special projects – this position is not glamorous but is a realistic look at Production Management from the inside. There will be much hurry up and wait – you will be responsible for keeping your own to do list for the down time and completing tasks in order of importance. You will also supervise the Production Assistant Apprentices. Holistic effective communication and dissemination of information as well as a love of music and a sense of humor when appropriate is essential to the successful execution of this position.

Duties and Responsibilities

- Serve as backup on the Production Management team, learning the specifics of Production Management for a 6-week orchestra and opera festival with over 80 Performances, 4 Operas and many Special Events.
- Work with Production Management and Company Manager on calendar creation, agenda creation, and many other elements of Production Management as assigned.
- Supervise the Production Assistant Apprentices, delegate responsibilities to them as assigned.
- Complete research as assigned and prepare reports on that research.
- Assist Company Management as needed.
- Work with the Operas and Orchestras, as needed.
- Serve on run crews as required.
- Attend all load-ins and outs as assigned.
- Swing onto other crews as needed.
- Other duties, as assigned.
- Supervised by the Director of Production and Company Manager.

Qualifications

- Understanding of channels of communication and the importance of clear and open communication at all times.
- Highly motivated to do your best work at all times.
- Good attitude and work ethic.
- Willingness to take ownership of your position and not blame other staff members or outside circumstances for your degree of success on individual tasks and on your position as a whole.
- Able to take instruction and feedback from supervisors and use it to improve your job performance.
- Maintain calm under pressure and receive/ intake information from multiple sources that you quickly prioritize and relay to Production Management/ act upon if deemed appropriate.
- Above all, must possess a positive attitude, a sense of humor, and ability to work well in a team dynamic.

Requirements

- Complete satisfactory background check
- Must have valid state driver's license and possess a clean driving record

Compensation

- Includes a season stipend paid bi-weekly, full board, and on-campus housing

Review of applications will begin on **January 1, 2019** and continue until the position is filled. Applications are made through email only. Interested parties should send a cover letter, resume and references to:

Andrea Boccanfuso

Director of Production

Brevard Music Center

aboccanfuso@brevardmusic.org

Brevard Music Center is a summer institute and festival. Over four hundred young musicians from around the country come each summer to study and perform in over 80 concerts ranging from orchestra to opera, chamber music and pops. As a matter of policy, the Brevard Music Center does not discriminate on the basis of race, sex, color, creed, national origin, age or individual handicap in the recruitment and admission of students, the recruitment and employment of its faculty and staff, or the operation of any of its programs and activities.