



Position Description

Position Title:	Lehrer Vocal Institute Production Manager
Department:	Artistic Operations
Location:	Summer full-time Santa Barbara, CA; remote non-summer
Status:	Part-Time, Non-exempt

Position Description

The Lehrer Vocal Institute (LVI) Production Manager is responsible for the day-to-day production and stage crew needs of the Music Academy's summer vocal program, including one mainstage opera and up to two other smaller productions. The position is part-time and year-round, with full-time residence during the Summer Festival. Year-round duties are performed remotely. The LVI Production Manager reports to the Chief Artistic Officer and works closely with Music Academy administration, guest artists, and clients.

Position Responsibilities

2023 Vocal Institute Productions

- Prepare position descriptions, identify, hire, and coordinate responsibilities of the Opera Program Production team for two fully-staged performance of Puccini's *La Bohème* and a creative project directed by James Darrah, in consultation with LVI Co-Directors, teaching artists, and MAW artistic administration.
- Devise, refine, update, manage, and communicate technical duties for the effective and timely preparation, rehearsal, and performance of four productions featuring MAW Vocal Institute fellows, all of which will be rehearsed initially at Westmont College and performed at venues on and off the Music Academy campus.
 - Opera: Puccini's *La Bohème*
 - Performance Friday, July 14, 2022 (time TBD) and Sunday, July 16, 2022 at 4:00pm, location TBD
 - Vocal Creative project, directed by James Darrah (TBD)
 - Performance Thursday, July 27, 2022 at 7:30pm, location Hahn Hall

General Duties

- Guide creative and production teams through the design process from concept to opening night.
- Be available for in-person and/or remote meetings throughout the year to discuss the progress of each production and address any concerns and/or potential conflicts.
- Supervise LVI Production Assistant, Opera Stage Manager, and other summer creative team and production staff and independent contractors.
- Create and maintain a professional and safe production environment.
- Coordinate operations with LVI leadership team and Music Academy administration.

Planning (September - December)

- In collaboration with Chief Artistic Officer, prepare and track budgets for 2023 LVI activities and ensure budget stays within the approved scope.
- Confer and collaborate with the LVI leadership team, especially with regard to musical needs and the efficient use of venue availability and fellows' scheduling
- Collaborate with each production's directors; venue technical personnel; and other technical personnel including technical, design, lighting, wardrobe, property, supertitle projection, etc.
- Develop technical and production schedules with due consideration for the expenses of venue union production personnel and the regulations of the theatres; achieve production requirements while minimizing personnel and equipment use costs.
- Develop Concept Proposals in concert with the creative teams.
- In consultation with Academy administration and LVI leadership, recruit, contract and manage 40+ seasonal personnel including designers, technical and staging staff, chorus, and supernumeraries.
- Devise, refine, update, manage, and communicate technical duties for the effective and timely preparation, rehearsal, and performance of LVI productions.

Pre-production (January - May)

- Maintain project timelines to ensure tasks are accomplished on time.
- Provide oversight of construction of production elements including scenery, costumes, props and video media.
- In collaboration with Production Assistant, liaise with venue to advance and manage technical logistics and schedule.
- Coordinate marketing needs from the creative team as needed.
- Conduct regular production meetings with creative team, production staff and Music Academy administration.
- Establish and maintain relationships with vendors for construction and installation of scenery, lighting, costumes, and props.

Production (June - July)

- Oversee day-to-day production for rehearsals and performances.
- Update Chief Artistic Officer on each production's budget upon request, tracking all expenses and working within limits of authorized budgets.
- Serve as liaison to house management, administrative staff, and IATSE stage crew of rented venues.

Review and Closure (August)

- Manage tracking and payment off all expenses related to productions, ensuring payment in full is made to all vendors by August 31, 2023.
- Following the completion of the production, manage the return or repurposing of all sets, props, and costumes used in the performance.
- Debrief with Music Academy and LVI personnel on summer productions and processes.

Candidate Profile

The Music Academy of the West seeks to hire candidates who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The ideal candidate will demonstrate some, if not all, of the following:

- Previous opera production experience, preferably at a managerial level
- Experience with theatre audio, lighting, scenery, and costumes
- Experience with ArtsVision, or similar scheduling software, a plus
- Experience managing budgets and teams
- Excellent written and verbal communications skills
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor

Additional Requirements

- During the Summer Festival, nights and weekends will be required, including rehearsal and concert duty.
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

Compensation and Benefits

This is a year-round, part-time position. Compensation is \$20-30 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **LVI Production Manager**, PDF format only. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West

Music Academy of the West is a performance-based training center and incubator that empowers musicians to positively impact society. The Academy welcomes everyone from across all generations, cultures, and backgrounds to experience the transformative power of music. Based in Santa Barbara, California, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained fellows ages 18 to 34. They study and perform with more than 50 exceptional faculty and teaching artists, while forging close connections with the community. The Academy's commitment to long-term collaborations and exchanges with leading orchestras and opera companies results in unparalleled mentorship and career-advancing prospects. The Innovation Institute spearheads entrepreneurial training and ventures through seminars, residencies, and the Alumni Enterprise Awards, substantial grants given annually for a wide range of creative projects. Launched in 2018, *Sing!*, a free, after-school choral program for local elementary students inspires personal growth and expression. For more information, please visit musicacademy.org.