



Position: Production Manager
Department: Artistic Operations
Reports to: Chief Operating Officer
Supervises: Technical Coordinator
Status: Full-time, Exempt

Job Description

The Production Manager provides overall leadership for production planning and execution across all VSO rehearsals, performances, tours, and special events – about 40 projects across 35 venues each season. This role establishes technical and production requirements for each project and is the primary point of contact with production service vendors and venue production personnel. Serving as primary stage manager for orchestra services, this role supports optimal working conditions for musicians and ensures performances run efficiently, safely, and at the highest artistic standard.

Principal Responsibilities:

Production Leadership and External Coordination

- Establish technical and production requirements for each project, including:
 - orchestra stage plot, riser configurations, and acoustic shell specifications;
 - audio, video, and lighting requirements, including external production service contracts;
 - hall crew staffing needs;
 - backline, instrument rental, and tuning services; and
 - other production equipment rental.
- Serve as primary production contact with service vendors and venue staff.
- Develop and manage detailed master production schedules, hall sheets, run-of-show, and other event documentation, advancing shows in coordination with the Operations Manager.
- Coordinate with the Principal Percussionist and Technical Coordinator on instrument lists and ensure delivery of necessary equipment/instruments to services.
- Coordinate with venues and vendors regarding deliveries and pick-ups, tuning schedule, and load ins/outs.
- Serve as primary production contact for conductors, guest artists, soloists, composers, and artistic staff.
- Conduct site visits to evaluate opportunities in unfamiliar venues.
- Coordinate VSO production needs with external co-pro partners or concert-presenting customers.

Stage Management & Oversight

- Finalize stage plots for each project in coordination with the Music Director or guest conductor, Chief Operating Officer, and Artistic Administrator.

- Supervise the Technical Coordinator and support their management of part-time production crew members. Oversee stage setup to ensure technical requirements are met, including temperature, equipment, video, sound, lighting, and recording needs.
- Serve as primary stage manager for orchestra services, overseeing backstage operations, coordinating change/strike procedures, and providing musician support before and during to ensure optimal working conditions and consistency.
- Ensure compliance with organizational policies, venue policies, labor agreements, and safety regulations; coordinate emergency procedures and incident reporting.

Administration

- Support production budget development, including acquiring quotes and negotiating with vendors and production service providers.
- Process contracts, invoices, and rental agreements and track production expenses against approved budgets.
- Monitor and restock production and hospitality supplies as needed.
- Maintain production records, inventories, and archival documentation.
- Maintain in-person office hours (varies by production week); attend staff and department meetings.
- Perform other duties in support of the VSO's mission and organizational values.

Qualifications:

- Bachelor's degree in Music, Technical Theater, or a directly related field.
- Three or more years of experience in stage management and concert production within orchestra, theater, dance, and/or touring environments, demonstrating strong knowledge of stage craft and production practices required.
- Strategic leadership and organizational skills with attention to detail and a high sense of professionalism in performance presentation.
- Demonstrated ability to work effectively under pressure in live performance environments while interacting with many different personalities (musicians, conductors, stage crews, technicians, administrators, and external stakeholders/customers).
- Familiarity with orchestral repertoire and performance practices preferred.
- Proficiency with Microsoft Office Suite and Google Workspace; experience with OPAS and Vectorworks software preferred.
- Flexible availability including office hours, evenings, and weekends, with proactive workload management and coordination with supervisor to support sustainable work patterns, including planned schedule adjustments and compensatory time surrounding extended workweeks.
- Reliable personal transportation required, as public transportation does not adequately support the VSO's regional service area.
- Appreciation for the performing arts and commitment to the VSO's mission.

Compensation:

\$50,000-55,000 salary. Plus excellent benefits, including health insurance and leave.

To Apply

Interested candidates should email a cover letter and resume (PDF's only, please) to chavens@virginiasymphony.org, include "Production Manager Applicant" in the email subject line.

VSO Statement on Attracting Candidates from All Backgrounds

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.