



**Position:** Technical Coordinator  
**Department:** Artistic Operations  
**Reports to:** Production Manager  
**Supervises:** Production Crew  
**Status:** Full-time, Exempt

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### Job Description

The Technical Coordinator supports the implementation of production plans and technical operations for rehearsals, performances, tours, and special events – about 40 projects across 35 venues each season. Under the leadership of the Production Manager, this role supervises the production crew and coordinates equipment, transportation, and technical activities. Working closely with musicians, venues, vendors, and production staff, the Technical Coordinator helps maintain safe, efficient, and consistent production standards in a fast-paced performing arts environment.

### Principal Responsibilities:

#### Production Crew Coordination

- Schedule and supervise part-time members of the production crew; recruit additional crew as needed and provide ongoing training on proper instrument handling, setup, and storage.
- Develop and manage crew logistics schedules and transportation documentation, such as truck pack lists and other crew check lists.
- Supervise crew operations, including load-ins, load-outs, stage changes, transportation logistics, and payroll reporting. Serve as a primary driver of VSO box trucks, along with other senior members of the production crew.
- Foster a safe and professional backstage environment.
- Ensure compliance with organizational policies, venue regulations, and OSHA standards; assist in coordinating emergency procedures and incident reporting as needed.

#### Technical Operations

- Implement technical and operational requirements for each project, executing production plans.
- Oversee the setup, operation, maintenance, transportation, and storage of orchestra production vehicles, equipment, and instruments, including careful attention to highly sensitive instrument handling instructions.
- Manage logistics for rental equipment and instruments.
- Monitor equipment and vehicle maintenance needs and coordinate repairs as necessary.
- Maintain organization and cleanliness of the VSO storage unit and trucks.
- Support stage and backstage operations to maintain production quality and performer safety and comfort.
- Maintain an active presence onstage to respond quickly to musicians' equipment needs before orchestra services.
- Coordinate and execute stage changes under the direction of the Production Manager.

- Provide backstage operational support and assume delegated stage management responsibilities when assigned.

#### Administration

- Maintain production records including schedules, payroll support documentation, crew training materials, and inventories of supplies, equipment, and instruments.
- Assist with purchasing, vendor communication, invoices, and expense tracking.
- Coordinate operational logistics with vendors, venues, and service providers in support of production plans established by the Production Manager.
- Perform other duties in support of the VSO's mission and organizational values.

#### **Qualifications:**

- Experience supervising production crews in live orchestra, theater, dance, and/or touring environments.
- Knowledge of technical theater systems including audio, lighting, video, and backstage operations.
- Familiarity with best professional practices backstage in a theatrical setting; stage management experience preferred.
- Professionalism, reliability, punctuality, attention to detail, and a customer-service-oriented approach to supporting musicians in high-level live performance environments.
- Familiarity with orchestral repertoire and performance practices preferred.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Clean driving record and confidence driving automatic and manual transmission 26-ft box trucks (CDL not required).
- Ability to manage physical production work, including lifting equipment weighing up to 50 lbs. regularly and up to 100 lbs. occasionally.
- 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:**

\$45,000 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](mailto:chavens@virginiasymphony.org), include "Technical Coordinator 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.