



MASTEROICES

POSITION OPENING:

PRODUCTION AND ENGAGEMENT COORDINATOR

POSTION TYPE	Contract, part-time, estimated at 12 hours/week
CONTRACT DURATION	36 weeks, Sep-May (concert season)
COMPENSATION	Monthly, plus two additional concert stipends of \$4K each, for a total annual compensation of approximately \$21,000
DUTIES/ DESCRIPTION	<p>MasterVoices is a performing organization whose focus is on music involving chorus. Our mission is “to spark greater human connections through musical storytelling, providing unforgettable performances that reflect the world around us and reimagine what the choral experience can be.” To accomplish this, our dedicated volunteer chorus partners with the world’s most talented, multi-disciplinary artists to create exceptional presentations that cross genres and promote deeper engagement with our audiences. We revive neglected masterpieces, energize the traditional repertoire through innovative collaborations, and commission new works on timely topics. We draw upon the rich diversity within our community to inspire us artistically and help guide us as members of our board, chorus, and staff.</p> <p>The Production and Engagement Coordinator (PEC) is a new position, with responsibilities in production management for both the artistic (i.e., our concerts/shows) and community engagement initiatives. In broad strokes, s/he will be responsible for planning, oversight, coordination, and execution of all production related activities for both of these areas: on the concert/show side, typical production management activities will include vendor/budget/calendar management and providing technical advice and guidance to directors and design teams for scenery, costumes, lighting, sound, and projection issues; and on the community engagement side, activities will include venue research and identification, possible subject matter expert panel research, identification and contracting, and logistical planning and execution of the event(s).</p>
QUALIFICATIONS	<p>Qualified candidates must have:</p> <ul style="list-style-type: none">• 2-5 years’ experience as Production Manager or 4-6 years as Stage Manager

- Budget management: the ability to understand directors' and designers' needs and research/spec out costs and vendors, within budget parameters
- Ability to design stage plots
- Thorough understanding of venue specifications, requirements, and equipment
- Exceptional interpersonal skills for interfacing with venues (production and sales), potential engagement panelists and attendees, internal staff, and guest directors, designers, and artists
- A strong interest in managing the logistical aspects of presenting exceptional artistic programming along with those of keeping the public engaged to experience the relevance of such programming to the community at large

TO APPLY

Email Julie Morgan at jmorgan@mastervoices.org. Please put "Production and Engagement Coordinator" in the subject line. No phone calls, please!

MasterVoices embraces diversity in all forms and encourages applications from all qualified candidates, regardless of gender, race, religion, national origin, or sexual orientation. We are an E.O.E., and BIPOC, immigrants, veterans, disabled, transgender, and gender non-conforming individuals are encouraged to apply.