



## Director of Artistic Production Position Description

**Position:** Director of Artistic Production  
**Status:** Regular / Full-time / Exempt

**Reporting Relationships:**

Reports to: President/CEO and directly supports the Artistic Director  
Supervises: Personnel Manager, Music Librarian/Production Assistant, and Stage Manager

**POSITION DESCRIPTION**

The **Director of Artistic Production** is responsible for administering all of the artistic production operations for Pacific Chorale's concert season and guest appearances. Working directly with the Artistic Director, President/CEO and collaboratively with other members of the artistic and administrative staffs, this person provides the planning and operational support to coordinate all production-related logistics for rehearsals and performances of Pacific Chorale such as maintenance of the music library, setting the season schedule, coordination of rehearsal logistics, and oversight of services when the Chorale is in residence at the Segerstrom Center and other performance venues. Additionally, the Director of Artistic Production collaborates directly with the Artistic Director and President/CEO on implementing multi-year artistic plans and developing and monitoring the annual artistic production budget. This person serves as an integral link between the artistic and administrative teams and our institutional collaborators and must be highly collaborative, professional, organized and creative in order to support the Artistic Director's vision while stewarding the organization's resources. The Director of Artistic Production must be comfortable working on multiple planning horizons and be able to shift priorities calmly and reflexively.

**POSITION RESPONSIBILITIES:**

**Concert Production**

- Provide direct support to the Artistic Director to ensure all concert and rehearsal production logistics and materials are prepared before all rehearsal and concert services
- Provide on-site production logistics management for all rehearsals, performances and services produced by Pacific Chorale and for contracted services engaging the Chorale
- With overall approval by the Artistic Director, coordinate with the Personnel Manager and members of the artistic staff to ensure rosters, seating charts, and music materials are produced and shared in a timely manner with all musicians and necessary members of the administrative staff
- Serve as the primary production contact to the Segerstrom Center production staff, Pacific Symphony Staff, and other performance venues and presenters engaging the Chorale
- Coordinate with the Segerstrom Center Production staff and stage crew to determine and secure production needs and schedule necessary staffing for services in the Segerstrom Center and with appropriate staff at other rehearsal and performance venues

**Artistic Planning**

- Participate with the Artistic Director and President/CEO in the implementation of current and multi-year artistic planning including the preparation and monitoring of annual artistic production expense budgets

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- Responsible for pre-season music administration and planning, including but not limited to ordering and preparing music, developing rehearsal schedules, and reserving rehearsal and performance venues
- In consultation with the Artistic Director and President/CEO, play a leading role in cultivating the relationships and collaborations with peer artistic institutions such as Pacific Symphony, the Segerstrom Center, and other artistic institutional partners
- In consultation with Artistic Director and President/CEO, engage and contract guest artists and ensembles and arrange housing and travel, as necessary
- Oversee the management of the Music Library and supervise the part-time Music Librarian/Production Assistant

### **Other Responsibilities**

- Coordinate with the AD, President/CEO and VP/Director of Education to provide production support and guidance as needed for pre-/post-concert activities, standalone audience engagement and patron events, and education and community events, as needed
- Coordinate with Artistic Director, Personnel Manager, and artistic staff to manage annual audition process, contract professional chorus members, maintain volunteer chorister attendance records, and approve professional artist payrolls
- Other duties as assigned

### **Key Qualifications:**

- 3-5 years of experience working in the performing arts, preferably with a role in artistic operations or production
- Ability to read music and a working knowledge of classical music
- Proficient in Excel, Word, PowerPoint, and email
- Excellent interpersonal verbal and written communication skills
- A self-directed individual who also values contributing within a small, but highly collaborative and dedicated team
- Must possess a high degree of tact, professionalism and discretion interfacing with a wide range of professional and volunteer musicians and administrators
- Strategic problem solver who has excellent self-management skills to work effectively on multiple planning horizons with the ability to shift priorities and react thoughtfully, quickly and calmly to resolve issues in a fast-paced environment

### **Requirements:**

- Must have a valid driver's license and reliable transportation as this person will be required to drive to off-site locations and may need to transport production-related supplies and equipment between venues
- May be required to lift up to 30 pounds (such as boxes of music, chairs, music stands, etc.) either alone or with assistance



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- Must be available to work a flexible schedule which will include some traditional weekday office hours and a mix of evening and weekend rehearsals and performances

### **Compensation and Benefits:**

Pacific Chorale offers a competitive salary commensurate with the candidate's experience and qualifications. Pacific Chorale also provides paid health, vision, and dental insurance, paid vacation, recognized national holidays, plus an organization-wide one-week paid closure during the year-end holidays and paid sick-time. There is a 403(B) retirement program available for participant's contribution.

### **Application Process:**

Please submit a cover letter highlighting your relevant experience and interest for this position and a current résumé to [careers@pacificchorale.org](mailto:careers@pacificchorale.org). Please attach all documents as .doc or .pdf formats.

### **About Pacific Chorale:**

*The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.*

Located in Costa Mesa, California, Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the resident choir. Pacific Chorale is recognized for exceptional artistic expression, preserving and performing classical choral music as well as presenting stimulating American-focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation's leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica.

For more information about Pacific Chorale, please visit [www.pacificchorale.org](http://www.pacificchorale.org).

*Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.*