



Production & Operations Manager (Part-Time)

Job Description

Position Title: Production & Operations Manager

Reports to: Executive Director and Music Director

Status: Part-Time | Non-Exempt | Flexible Hours (based on season production calendar)

Location: Great Falls, MT | Includes local travel and occasional regional travel

Position Summary

The Great Falls Symphony seeks a highly organized and self-motivated Production & Operations Manager to support the technical, logistical, and administrative execution of all performance and outreach activities. This part-time role bridges communication between artistic leadership, venue staff, guest artists, and musicians. The ideal candidate will have experience in live performance production and advancement, contract writing and negotiation, basic hospitality, and event logistics, with strong attention to detail, great communication skills, and a collaborative mindset.

Key Responsibilities

Concert Production & Event Coordination

- Coordinate logistical aspects of rehearsals and performances across the Symphony's season, including classical series concerts, chamber music, youth orchestra, and special events.
- Develop and maintain production timelines, load-in/load-out schedules (when necessary), rehearsal call times, and rehearsal/performance space bookings.
- Serve as the point of contact for production communication with venue staff (including theater stage manager), guest artists, and technical contractors.
- Coordinate and execute setup and strike for rehearsals and concerts as needed.

Artistic & Technical Support

- Communicate and maintain accurate stage plots and tech riders for all performances.
- Provide on-site technical support for events as needed.
- Manage the transportation, setup, and care of orchestra-owned instruments and equipment.
- Support season planning by participating in weekly staff meetings and production-related meetings with the Music Director and Executive Director.

Administrative & Contracting Duties

- Oversee logistics and hospitality for guest artists including but not limited to contract negotiations, travel lodging, and other technical needs.
- Draft, track, and manage contracts for venues, vendors, and independent contractors.
- Coordinate with music educators and presenters for school concerts, runouts, and outreach events; negotiate terms and contracts.
- Negotiate with and contract presenters and musicians for special events and outreach performances.
- Maintain compliance with safety regulations during all performance activities.
- Monitor and manage production and event budgets in coordination with the Executive Director.

Cascade Quartet Booking & Tour Management

- Serve as the primary coordinator for Cascade Quartet engagements, including local, regional, and educational performances.
- Manage all logistics for Quartet performances: booking venues, negotiating presenter contracts, and coordinating travel and accommodations as needed.

- Collaborate with the Quartet and Music Director to support artistic planning and implement outreach initiatives.
- Ensure marketing deadlines and technical requirements are communicated clearly to presenting organizations and musicians.

Special Projects

- Assist in the planning and execution of the annual fundraising gala, Black Tie & Blue Jeans, and other community events.

Qualifications

- Experience in production management, stage management, live event coordination, show advancement responsibilities, or technical theater preferred.
- Strong organizational and communication skills with the ability to coordinate across multiple teams.
- Familiarity with classical music, orchestral performance, or non-profit arts organizations is a plus.
- Ability to lift and move equipment (chairs, stands, percussion, etc.) as needed.
- Must have valid driver's license and reliable transportation.
- Comfortable working evenings and weekends during performance weeks.
- Must be able to work in Great Falls, Montana. Some work can be done remotely, but must be available to work in person on concert days and as needed.

Employment Terms

- Must pass a criminal background check.
- Must be eligible to work in the United States.

Note

- This job posting in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.
- All duties and responsibilities are essential functions and requirements.
- To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently.
- The requirements listed in this document are the minimum.
- The Great Falls Symphony is an equal opportunity employer.

Compensation

- \$25/hour
- Part-time hourly position.
- Time commitment is approximately 40-50 hours per month on average. Symphony Concert weeks will require a much larger time commitment than non-concert weeks. Work required on weekends and nights throughout the season.

Application Instructions:

Send cover letter and resume to:

Hillary Shepherd

Executive Director

Great Falls Symphony

hillaryrose@gfsymphony.org

Applications due June 20, 2025.