

SEATTLE OPERA.

OPEN POSITION

ASSISTANT PRODUCTION MANAGER - SEASONAL

Department: PRODUCTION

Location: SEATTLE, WA

FLSA Status: NON-EXEMPT (eligible for overtime)

Position Status: SEASONAL, FULL-TIME

Position Location: PRIMARILY ONSITE, LIMITED REMOTE WORK

Compensation: \$24.50 - \$25.00/hour

Reports to: DIRECTOR OF PRODUCTION

Seasonal Dates: MID SEPTEMBER – MID MAY

POSITION SUMMARY

The Seasonal Assistant Production Manager supports the technical and production aspects of Seattle Opera programming and events. The Assistant Production Manager contributes to events and activities hosted by and at Seattle Opera, coordinates the scheduling and resourcing of internal and external usage of Opera Center studios and conference rooms as directed by the Director of Production or their designate.

This position should possess initiative, leadership, a collaborative spirit, excellent communication skills, and the ability to handle multiple programs and projects of varying natures simultaneously. Success in this role requires someone who is communicative, systematic, detail-oriented and who can work in a self-directed manner.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual should be able to perform each essential duty satisfactorily.

- Properly generate and coordinate fulfillment of work orders for all internal, production, and 3rd party rental needs.
- Participate in shared Production Manager duties, including building and updating the company calendars, master calendar, and show calendars, and distributing them to staff.
- Attend technical rehearsals and performances, and conduct walk throughs as scheduled. Ensures spaces are ready for cast and crew, and that needs are accurate to the ESO request. As needed, writes, distributes, and files production notes. Serves as the lead production representative on site when scheduled.
- Work with Seattle Opera colleagues cross departmentally to properly document, assign, and inform all pertinent constituents regarding resource moves in the Opera Center.
- Participate in shared Events Team duties, including serving as the on-site venue representative for internal and 3rd party events at the Opera Center, and functioning as a supervisor for all Union represented employees working such events.

- Assist Production Manager as the key liaison with Programs & Partnerships department to plan and execute production needs for all programs and events. Attend planning meetings and rehearsals as scheduled.
- Assist the Production Manager with departmental expense tracking, reconciliations and credit card purchases.

Examples of Additional Responsibilities include the following.

- Attend technical rehearsals and performances for Mainstage and other productions as scheduled. Write, distribute, and file production notes for non-mainstage events.
- Assist the Technical Director in the maintenance and archival of all design related digital assets.
- Coordinate with all offsite venues regarding production questions, requirements, and logistics as needed.
- Other production-related duties as assigned.

POSITION REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

- A four-year degree or technical apprenticeship, or other equivalent work experience.

RELATED EXPERIENCE:

- Experience in the performing arts within production or technical environments.
- Experience overseeing multi-faceted events.
- Ability to work nights and weekends.
- People management experience

PREFERRED:

- Experience working within opera, youth programming.
- Experience working in a union environment.
- Ability to read music, knowledge of opera.
- Customer service experience

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- First Aid/CPR certification is required. Training is provided by Seattle Opera.

REQUIRED COMPETENCIES:

- Strong analysis, critical thinking, and problem-solving skills.
- Basic knowledge of and comfort with technical theater needs and terminology
- Excellent collaboration and cooperation skills
- Excellent written and verbal communication skills
- High level of experience with Microsoft Office Suite, especially Excel and Word.
- Strong interpersonal skills including the ability to interact with all staff, management, artists, and the public in a professional and tactful manner.
- Ability to coordinate many tasks, setting appropriate priorities and completing work on schedule with attention to detail.
- Ability to work independently, exercise judgment and initiative. Maintain confidentiality and provide excellent customer service.
- Knowledge of, and sensitivity to, issues of equity, diversity, and inclusion.

TECHNICAL SKILLS:

- To perform this job successfully, an individual must have high proficiency with Microsoft Office Suite applications and willingness to learn other production related software programs.
- Experience using the Propared Calendar system and project management software is preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to:

- Lift and/or move up to 50 pounds.
- Stand for long periods of time.
- Walk
- Use hands to finger, handle, or feel.
- Balance
- Bend and reach with hands and arms.
- Talk and hear, in person, over the phone, and over radio systems.
- Occasionally required to climb ladders.
- Sit, stoop, kneel, squat, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, both in regular and low lighting situations such as are common backstage and in the theater

TYPICAL WORK SCHEDULE AND REQUIRED ATTENDANCE:

- While the majority of this positions work will be done within a typical work week of Monday through Friday, the daily scheduling of this position will be dependent upon the event needs and scheduling of the day. Night and weekend work will be required, as will occasional six- or seven-day workweeks and extended days during peak production times. The position is expected to work approximately 150 hours of overtime throughout the calendar year.

POSITION DETAILS

SPECIAL REQUIREMENTS

BACKGROUND CHECK

Seattle Opera engages a third-party vendor to conduct background checks for all employees. Offer of employment is contingent upon the candidate successfully passing the background check. Any information unrelated to job duties will not be evaluated or have an adverse impact on employment.

BENEFITS

Seattle Opera provides a generous benefits package which currently includes:

- Medical, Vision, and Dental Insurance
- Life, Long Term and Short Term Disability Insurance
- Employee-funded 403(b) Savings Plan
- Vacation time accrued on a pro-rated basis
- Paid holidays plus 2 personal days per year
- Sick time per the Seattle Safe and Sick Time Ordinance

- Choice of fully funded transit pass, or 50% funded, special rate parking pass
- Staff ticket comps and class discounts

EQUAL EMPLOYMENT OPPORTUNITY

Seattle Opera is committed to racial equity and to dismantling historic barriers of oppression by creating an inclusive and equitable workplace. We believe that having staff, interns, and volunteers with diverse backgrounds enables us to better meet our mission. Seattle Opera is a proud Equal Opportunity Employer and provides equal access and opportunity to anyone who qualifies, regardless of sex, race, age, color, religion, mental or physical disability, national origin, sexual orientation, gender identity and expression and/or military status.

Learn more about our commitment to Equity and our Racial Equity and Social Impact Plan:
<https://www.seattleopera.org/about/commitment-to-equity/>

APPLICATION

To Apply, email your resume and a cover letter highlighting your interest in the position and why you feel your experiences will be a good match for the role. Please put "ASSISTANT PRODUCTION MANAGER" in the subject line and email to: **Jobs@seattleopera.org**

Applications will be reviewed on a rolling basis and interviews will begin immediately.

When you submit your application, you will receive an automated message noting your materials have been received. Unfortunately, we cannot respond to all applicants due to the high volume of resumes submitted. No phone calls, please.