

Santa Fe CHAMBER MUSIC FESTIVAL

JOB ANNOUNCEMENT

OPERATIONS AND PRODUCTION MANAGER

The Santa Fe Chamber Music Festival is widely regarded to be one of the most prestigious chamber music festivals in the world. Each summer in July and August, 80-100 internationally acclaimed artists gather in Santa Fe to rehearse and perform the 40 concerts of the Festival's five-and-a-half week season. The Festival is deeply committed to the future of classical chamber music and has commissioned over 100 new works since its start in 1973. It also provides highly valued music and enrichment programs for children and youth in Santa Fe and northern New Mexico throughout the year.

POSITION OVERVIEW

The Operations and Production Manager is a full-time annual position that is responsible for the planning, oversight, and execution of all production aspects of the Festival's five-and-a-half week concert season in July and August. In off-season months, the position is 9am-5pm Mon-Fri and the time is spent planning for future seasons and producing a small number of private events. A successful candidate must plan to reside in Santa Fe. The position reports to the Director of Artistic Administration and is responsible for the hiring and management of the seasonal stage crew, piano technician, and house manager. The Operations and Production Manager plans for staging, instruments, and technical needs, and runs all aspects of production during the festival. In addition to the concert production duties, this position arranges for artist housing and ground transportation, and works closely with the Director of Artistic Administration on artist contracts and visas.

DUTIES AND RESPONSIBILITIES

- Plan and administer all aspects of concert production such as staging, lighting, and technical requirements, logistical arrangements, and instrument and equipment rentals.
- Act as primary production liaison with venues.
- Stage manage concerts.
- Budget for all production expenses and manage relationships, contracts, and payments with vendors.
- Hire and manage the seasonal positions of two stage crew, one piano technician, and one house manager.
- Work closely with the Festival recording and video engineer to ensure all requirements are met.
- Set up and manage rehearsals, concerts, and other events.
- Move or oversee moves of instruments and equipment.
- Manage the upkeep and storage of Festival instruments and equipment.
- Arrange for artist accommodation with local hotels and property managers, artist ground transportation with rental-car agencies, and handle all payments.
- Communicate with artists and their managers about travel, and track expenses.
- Work with Director of Artistic Administration on artist contracts and visas.

QUALIFICATIONS

- Bachelor's degree and a minimum of 3 years of production management with similar responsibilities.
- Experience in lighting, sound, and technical theater.
- Excellent organizational skills, attention to detail, and planning abilities.
- Strong managerial and communication skills.
- Strong written, verbal, and computer skills.
- Flexibility to work outside standard office hours for concerts and events.
- Able to lift, carry, and/or move up to 50 pounds and handle large equipment.
- Comfort working on lifts and ladders.
- Valid driver's license, and the ability to drive 10 to 15-foot rental trucks.

DESIRABLE

- Familiarity with classical music and experience working with world-class musicians.

COMPENSATION

This is a full-time (exempt) position with extended hours during the Festival in July and August.

Salary range: \$60,000-\$65,000. Salary is commensurate with experience. The generous benefits package includes health insurance, dental insurance, paid vacation, and a 401(k)-retirement plan.

OTHER

The Santa Fe Chamber Music festival is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic that is outlined by federal, state, or local laws.

Festival employees are required to be vaccinated against COVID-19 and remain current with any necessary booster shots for which they are eligible.

HOW TO APPLY

Submit resume and cover letter to Jobs@sfcmf.org with "Operations and Production Manager" in the subject line. Final candidates will need to provide salary history and professional references.