

PITTSBURGH OPERA PRODUCTION

Production Coordinator

POSITION DESCRIPTION

The Production Coordinator is a crucial member of the Company's production and operations team that facilitates all production aspects of Pittsburgh Opera events at the Bitz Opera Factory. The Production Coordinator working with the Artistic and Production Departments, oversees the daily schedule and company master calendar. This position is also responsible for scheduling, contracting, and invoicing outside rental groups that use the Bitz Opera Factory spaces. The Production Coordinator reports to the Director of Production and works closely with the Manager of Artistic Administration and the Facilities Manager.

POSITION RESPONSIBILITIES

- Coordinate the production aspects of all opera productions, concerts, donor events in the Bitz Opera Factory
- Manage and participate in production aspects of offsite Resident Artist events
- Coordinate and distribute the daily schedule and maintain the company master calendar
- Coordinate building scheduling/reservations and room use
- Produce FOH Memo or event logistics for productions/events in building, including staff scheduling
- Manage outside rentals of Bitz Opera Factory Spaces
- Communicate with new rental clients regarding rental information and schedules
- Create rental contracts, invoices and ensure all payments are made as stated in the rental contract
- Issue all Production Department contracts
- Arrange travel and housing for visiting Production Department personnel
- Collect and distribute Production Department program book information
- Attend sitzprobes, technical rehearsals, dress rehearsals, performances as necessary
- Participate in emergency preparedness plan creation/implementation, OSHA training
- Purchase production and operations supplies and equipment as necessary

QUALIFICATIONS

- Experience creating production calendars and daily schedule
- Ability to identify and manage production needs for various size concerts and events
- Experience in developing and tracking concert and event budgets
- Excellent interpersonal, organization, problem-solving, and management skills
- Demonstrated proficiency in Microsoft Office Suite and other industry standard software
- Must be able to work nights and weekends, as required
- Knowledge of theatrical safety standards

Salary and Benefits

The position is full-time exempt. Salary range is \$42,000-\$45,000, based on experience and demonstrated skills. Benefits include medical and vision, paid vacation, and holidays.

To apply

Please send a cover letter and resume to [Steven Grair](#)

The Pittsburgh Opera is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer. BIPOC and female candidates are encouraged to apply.