

San Francisco Girls Chorus

Valérie Sainte-Agathe, Artistic Director

DIRECTOR OF PRODUCTION

ABOUT SAN FRANCISCO GIRLS CHORUS

The mission of the San Francisco Girls Chorus is to prepare girls and young women from diverse backgrounds for success, on stage and in life, through rigorous, empowering music education, and enriches Bay Area cultural life through innovative vocal performance.

Under the direction of Artistic Director Valérie Sainte-Agathe, the San Francisco Girls Chorus has achieved an incomparable sound that underscores the unique clarity and force of impeccably trained treble voices fused with expressiveness and drama. As a result, the Chorus vibrantly performs 1,000 years of choral masterworks from plainchant to the most challenging and nuanced contemporary works created expressly for them in programs that are as intelligently designed as they are enjoyable and revelatory to experience.

Each year, hundreds of singers from 45 Bay Area cities ranging in age from 4 - 18 participate in the SFGC's programs. The organization consists of a professional-level performance, recording, and touring ensemble and a six-level Chorus School training program. A leading voice on the Bay Area and national music scenes, the Chorus has produced award-winning concerts, recordings and tours, empowered young women in music and other fields, enhanced and expanded the field of music for treble voices, and set the international standard for the highest level of performance and education.

ABOUT THE POSITION

Reporting to the Artistic Director (A.D.) the Director of Production oversees all production needs for the San Francisco Girls Chorus Premier Ensemble and Chorus School (20+ events per year). Working in collaboration with artistic leadership, the administrative team, and facilities, the Director of Production is responsible for all production advance planning and production operations.

ESSENTIAL RESPONSIBILITIES

Production Advanced Planning

- Plan, manage, and implement all technical aspects of the Premier Ensemble performances, including tour, as well as the major Chorus School productions and bookings.
- Manage production expenses to budget plan.
- Communicate production details to all parties.
- Negotiate and complete venue and production personnel contracts.
- Provide solutions for challenges that compromise timelines and resources.
- Assist Artistic Director with performance planning for future seasons.

Production Management

- Act as Production Manager for all events, or hire and direct a designated Production Manager as needed.

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- Attend rehearsals as needed, and work with the PE Chorus Manager and Chorus School Admin Staff to ensure coverage at all off-site rehearsals.
- Oversee all stage workflow (load-ins, rehearsals, performances, load-outs).
- Create production schedules, and oversee SFGC stage manager/production crew in pre-production and post-production, rehearsals and performances.
- Ensure strong communication between production, Artistic, and Admin leading up to, and during each event.
- Procure rental equipment, as needed.
- Review production details at the conclusion of the event and document successes, lessons learned, and improvements.
- Keep an inventory of SFGC technical equipment.

Tour Management

- Coordinate all production needs for tours.
- Serve as primary contact for venues and producers to coordinate technical requirements ahead of the ensemble's arrival.
- Maintain technical riders.

POSITION QUALIFICATIONS

- 5+ years of management experience, or an equivalent combination of education and related experience
- Strong experience in choral or music production, and/or live performance operations
- Knowledge of technical venue protocol
- Knowledge of budget management
- Excellent communications skills—written, verbal, and interpersonal, with great attention to detail
- Exceptional organizational and time-management skills; ability to balance multiple priorities in a fast-paced environment
- Collaborative team player with the ability to work independently, as well
- Ability and willingness to work evenings and weekends
- Appreciation for youth education and the performing arts

The Director of Production is a full-time, exempt position. The position must work onsite a minimum of two days per week during regular business hours, and must be available to work weekend and evening hours.

COMPENSATION & BENEFITS

The salary for this role is between \$70k-\$80k, based on full-time hours and includes a benefits package including fully-subsidized medical, dental, vision, and long-term disability insurance, a commuter benefit plan, and an optional 403(b) retirement plan.

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TO APPLY

Email cover letter and resume to Executive Director, Adriana Marcial at amarcial@sfgirlschorus.org. Include the job title in the subject line. No phone calls, please. The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.