



## Production Assistant (Part Time)

Published	July 20, 2022
Location	Pensacola, FL
Category	Independent Contractor
Job Type	Part time
Salary	\$16
Type of Pay	Hourly
Contact Name	Kiara Ramirez-Smith, Production Manager
Contact Email	<a href="mailto:kramirezsmith@pensacolasymphony.com">kramirezsmith@pensacolasymphony.com</a>

### DESCRIPTION

Job Title: Production Assistant (PA)

Reports to: Production Manager

Status: Part-time, non-exempt, independent contractor

#### **About this Position**

The Pensacola Symphony Orchestra is seeking a part-time Production Assistant (PA) to provide a welcoming atmosphere at rehearsals and to contribute to the smooth running of rehearsals, events, and concerts. The PA will provide excellent customer service and be committed to supporting the mission of the Pensacola Symphony Orchestra "to promote the wellbeing of the Greater Pensacola community through excellence in live symphonic music and lifelong learning through engaging musical activities."

#### **Position Responsibilities**

The Production Assistant reports to the Production Manager for the many and varied jobs/tasks that contribute to the smooth running of rehearsals, events, and concerts.



The PA is responsible for the following:

- Set up/strike the rehearsal space using the Stage Plot, including chairs and stands for all rehearsals, events, and concerts.
- Set up/strike other equipment and instruments according to Stage Plot and move music equipment to other buildings and spaces as needed.
- Assist Production Manager with procuring items from University of West Florida or Pensacola State College.
- Welcome musicians, guest artists, and Pensacola Symphony staff and supporters.
- Occasionally tasked to collect music after concerts.
- Inform Production Manager of broken or damaged equipment.
- Conduct minor repairs on Symphony equipment. (i.e., tighten music stands, replace bulbs in stand lights, etc.)
- Assist with all elements of concert production and special events, both in advance with concert planning as requested, and at dress rehearsals and concerts, including loading and unloading equipment and instruments, stage setup.
- Follow and administer all COVID-19 prevention and safety measures as outlined by PSO and venue for rehearsals, events, and performances.
- Other duties as assigned by the Production Manager.

### Qualifications

- Personable, friendly, and able to deliver effective customer service to musicians, event/location staff, visitors, patrons, and Symphony personnel.
- Positive attitude and proactive problem solver.
- Able to follow directions and work independently.
- Able to lift and move equipment up to 40 pounds in/out of trucks and across rooms/buildings for rehearsal and event needs.
- Availability to work on Saturdays and/or Sundays, and evenings during the Symphony's season.
- Availability to work some weekday events as well as other weekends for concerts and events. (i.e., Great Gulfcoast Arts Festival, 4<sup>th</sup> of July, Opera)
- Knowledge of orchestral instruments is preferred.



- Adhere to PSO Production Team dress code. Concert blacks (long sleeve shirt, slacks, black closed toe shoes); Rehearsal support (clean shirt, long pants, closed toe shoes)
- Ability to drive large vehicles (i.e., U-Haul) and clean driving record is a plus.

### **2022-2023 Season Work Dates:**

(Flexible schedules based on availability and assistants needed per rehearsal/performance)

September 29<sup>th</sup>-October 1<sup>st</sup>

November 1<sup>st</sup>-6<sup>th</sup>

November 8<sup>th</sup>

November 11<sup>th</sup>-12<sup>th</sup>

December 30<sup>th</sup>-31<sup>st</sup>

January 8<sup>th</sup>

January 12<sup>th</sup>-14<sup>th</sup>

January 15<sup>th</sup>-22<sup>nd</sup>

February 3<sup>rd</sup>-4<sup>th</sup>

February 10<sup>th</sup>-11<sup>th</sup>

February 23<sup>rd</sup>-25<sup>th</sup>

March 5<sup>th</sup>

March 12<sup>th</sup>-19<sup>th</sup>

March 23<sup>rd</sup>-25<sup>th</sup>

April 20<sup>th</sup>-22<sup>nd</sup>

May 19<sup>th</sup>-20<sup>th</sup>

*To apply and schedule an interview, please send an email with current resume to:*

[kramirezsmith@pensacolasymphony.com](mailto:kramirezsmith@pensacolasymphony.com)

### **Additional**

This is a part-time position that requires regular, in-person, weekend and two performances during the weekday availability according to PSO's rehearsal/performance schedule.



This position requires sitting, walking, standing, climbing stairs, hearing, speaking, using technology, being able to lift up to 40lbs and driving to locations pertaining to organizational operations.

Personnel hired will be required to submit a direct deposit form and W-9 (Request for Taxpayer Identification Number and Certification) to the PSO Office.

### **Questions/concerns**

If you are interested in this part-time position but have more questions you would like to ask or how to schedule an interview, please feel free to email the Production Manager at [kramirezsmith@pensacolasymphony.com](mailto:kramirezsmith@pensacolasymphony.com).