



Production Assistant (Part Time)

Published	June 16, 2023
Location	Pensacola, FL
Category	Independent Contractor
Job Type	Part time
Salary	\$16
Type of Pay	Hourly
Contact Name	Kiara Ramirez-Smith, Production Manager
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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 have a can-do attitude, provide excellent customer service, and be committed to supporting the mission of the Pensacola Symphony Orchestra "to promote the well-being 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, stands, for all rehearsals, events, and concerts.
- Set up/strike other equipment and instruments according to the 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 University.
- 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.
- Occasionally drive a U-Haul or other vehicle.
- 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 40lbs in/out of trucks and across rooms/buildings for rehearsal and event needs.
- Availability to work Saturday and/or Sunday, and evenings during the Symphony's season.
- Availability to work some weekday events as well as other weekends for concerts and events. (I.e., Gulf Coast Arts Festival, 4th of July, Opera)
- Knowledge of orchestral and band 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)

To apply, please send an email with current resume to:

kramirezsmith@pensacolasymphony.com

Additional

This is a part-time position that requires regular, in-person, weekend 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 to the PSO Office. (Request for Taxpayer Identification Number and Certification).