



The Indianapolis Symphonic Choir seeks a Production Specialist to oversee choir operations and production activities. As a member of the Choir's senior management team, and reporting to the Executive Director, the Production Specialist is the chief liaison for choir activities to the marketing, development, and finance teams in day-to-day operations. The selected candidate will possess strong management skills and operations experience along with knowledge of classical repertoire. The Production Specialist manages the production requirements of all choir events (concerts, rehearsals, and residencies) ensuring they run smoothly, effectively and in a financially responsible manner. The selected candidate will be responsible for increasing effectiveness of choir operations and serves as a strategic partner to the Artistic Director and Executive Director in the fulfillment of the Indianapolis Symphonic Choir's mission.

**Responsibilities:**

- Plan all choir services, in consultation with the Artistic Director and other artistic and production staff members
- Handle highly detailed production needs, including facility procurement, equipment rental, coordinating staging requirements and other logistical arrangements
- Coordinate and oversee activities with library staff, personnel, artistic staff, and the Conducting Fellow
- Supervise choir set-up for rehearsals and concerts and coordinate with the Artistic Director and production staff regarding any special set-up requirements
- Manage Chorus Connection portal and draft and disseminate weekly singer communications
- In consultation with the Artistic Director and Executive Director, maintain the Master Calendar and prepare and disseminate choir schedules
- Follow financial procedures of the Indianapolis Symphonic Choir, including preparing venue contracts for signature, processing concert invoices and reviewing production timesheets
- Develop and monitor budgets for all production and touring activities
- Coordinate Guest Artist travel, transportation and lodging and arrange for onsite hospitality
- Manage the procurement of supplies, licenses, equipment, instruments and services for operational purposes
- Maintain inventories of property and supplies
- Coordinate production requirements, timings and special needs for all taping, broadcasts and recording; serve as primary contact with recording engineers
- Coordinate activities of Development department for special projects involving the use of venues, stage crew and/or orchestra
- Manage volunteer program including 2-4 interns, administrative volunteers, artistic volunteers (section leaders, librarian, etc.)
- Other duties as assigned

*The Indianapolis Symphonic Choir provides equal opportunities for employment and advancement for all individuals, regardless of age, gender identity, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.*

## Qualifications:

- Three years of experience in production/operations for a performance or presenting organization
- Working knowledge of classical repertoire and performance practices with a high sense of professionalism in performance presentations
- A team builder with outstanding communications skills who will contribute to a positive, collegial, good-humored work atmosphere to get results in a fast-paced, high pressure, deadline-oriented environment
- Computer proficiency including Microsoft Office Suite
- Experience with PatronManager database preferred
- Experience working successfully with a variety of personalities including artists
- Bachelor's degree in music or related field, equivalent work or fellowship in arts management or with an arts organization preferred

## Apply To:

Please send cover letter and resume to: (*phone inquiries will not be accepted*)

Liam Bonner, Executive Director

Indianapolis Symphonic Choir

4600 Sunset Ave., Lilly Hall A040

Indianapolis, IN 46208

Or via e-mail to: [l.bonner@indychoir.org](mailto:l.bonner@indychoir.org)

**Compensation:** Compensation is commensurate with experience and qualifications and includes a competitive benefits package.

## About Indianapolis Symphonic Choir

The Indianapolis Symphonic Choir is proud to be one of the nation's most established and dynamic musical institutions and 2018-2019 marks its 82nd Season. Among the most active symphonic choruses in the United States, this organization reaches more than 25,000 persons each season with more than 25 performances and a comprehensive education and community engagement program. The nearly 200 volunteer singers demonstrate the Choir's commitment to musical excellence through their talent and dedication during each 44-week season. The organization is led by a professional staff and governed by a volunteer Board of Directors.

The Symphonic Choir is the choral partner of the Indianapolis Symphony Orchestra, having been founded in 1937 at the Orchestra's request to perform the great choral-orchestral repertoire. Over the years, this partnership with the ISO has remained at the very core of the Choir's existence. This partnership exhibits the very best of collaborative ideals—two successfully independent arts organizations combining their strengths to create beautifully lasting musical results. In 2018, the Choir joined the ISO at The Kennedy Center (Washington, D.C.) for the SHIFT: A Festival of American Orchestras.

For more information about the Indianapolis Symphonic Choir, please visit [www.indychoir.org](http://www.indychoir.org).

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