Production Associate

Reports To: Patron Advancement and Production Manager with a dotted line to the Executive Director
Deadline to Apply: January 20, 2023. Position will close once filled.

Job Description

Production Associate

The Cincinnati Chamber Orchestra (CCO) seeks a driven, organized Production Associate who possesses superior communication and organizational skills, for the 2023 summer festival season. This position offers college students an opportunity to learn about the behind-the-scenes operations of a chamber orchestra during the CCO’s 9th annual Summermusik festival season.


Working hours: 40 hrs/week: Monday through Friday, 9:00am-5:00pm with additional hours on days of performances and events. Please note: Due to the compact nature of the schedule of this festival, this position will require availability on evenings and weekends. We will do our best to be flexible on office hours once the festival begins.

Stipend: $250/week for a total of $1,500. Associates receive complimentary event admission and performance tickets. Housing is not provided and is the responsibility of the Associate.

Responsibilities and Duties May Include:

● Assist Patron Advancement and Production Manager with a variety of tasks related to festival event and concert production, including but not limited to:
  ○ Concert preparation
  ○ Assistance with music librarian duties
  ○ Escort guest artists to various events, rehearsals, and performances
  ○ Volunteer management at events and concerts
  ○ Backstage concert production for rehearsals, concerts and events at venues around town
  ○ Attend production and staff meetings as requested

● Provide general assistance to the CCO on various administrative tasks as assigned

● Build your Cincinnati artistic community network while working with many of the area's top musicians

Qualifications Include:

● Administrative experience working for not-for-profit organizations, preferably in the arts field
● An interest in artistic administration for a chamber orchestra
● Strong computer skills in the Microsoft Office suite.
● Knowledge of database software, such as Spektrix, a plus
● Detail-oriented and organized with a demonstrated ability to multitask, prioritize and meet deadlines
● Strong oral and written communication and analytical skills
● Ability to work effectively in a fast-paced environment
● Demonstrated self-starter, who can also work as a member of our fun team!
● Demonstrated ability to learn new technologies and solutions quickly
● Ability to read music a plus
● Undergraduate or graduate students studying arts administration, music, or related field preferred
● The candidate must have his or her own transportation Ability to lift, carry and move up to 50 pounds
● Valid Ohio driver’s license and good driving record
By participating, Associates will learn valuable skills necessary to move into the artistic administrative field, with a specific emphasis on performing arts management and event production.

To Apply:
Send resume and cover letter to gidley@ccocincinnati.org. In subject line, please reference: Production Associate.

Contact:
Evan Gidley, Executive Director
gidley@ccocincinnati.org

About Cincinnati Chamber Orchestra:
The Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious. The CCO is an independent ensemble of 32 professional musicians that launched the critically acclaimed summer music festival Summermusik in August 2015 and will celebrate its 50th anniversary season in 2024. The Chamber Orchestra offers a vibrant and fresh musical experience in an intimate and informal setting, for both the seasoned and novice concert patron. The CCO’s size allows for flexibility and creativity in programming, the ideal ensemble for presenting orchestral works ranging from the Baroque and Classical eras to commissioned works by contemporary composers. Collaborations have become a hallmark of the CCO, including ongoing partnerships with VAE: Cincinnati’s Vocal Arts Ensemble and Madcap Puppets.

For additional information about the CCO, visit www.ccocincinnati.org.

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