Production Manager, Bach in Baltimore (BinB)

Organization
We are a small non-profit performing arts organization, but the second largest classical music ensemble after the Baltimore Symphony. Maestro T. Herbert Dimmock is its founder and Music Director since 1988. Our choir and board members are all volunteers who share the same passion for Bach. Our group specializes in performing works by Bach, but we also extend our performances each season to include other classical masters, as well as premieres of new works by local Maryland composers.

The role of the Production Manager (Contractor) is to handle onsite production and box office needs at all ticketed events (and occasional rehearsals) in the 2023-24 season, as well as some operational tasks, local errand running, mail checks, bulk printing runs, etc. The Production Manager (Contractor) reports to the Executive Director and Music Director who supervise and assign tasks as required.

Duties and Responsibilities
- Run the back of the house for all subscription concerts. This includes:
  - Equipment load-in/out to and from each concert venue, coordinating with additional volunteers as needed
  - Facilitating all on-site production needs for each performance/venue in tandem with the Executive Director, Volunteer Coordinator and appropriate choir/board volunteers
  - Training and managing Senior Box Office ushers for each performance as needed
  - Managing Box Office door sales and BachShop sales as needed
- Run local errands as necessary (delivery pickups, bulk mail drop-offs, etc.)
- Maintain accurate equipment, stationary, and BachShop inventory as necessary
- Print and assemble bulk mailings, program inserts, fliers, board agendas, reports, etc. when needed

Skills and abilities
- Passion for classical music and the mission of BIB
- Self-motivated with a strong work ethic and positive attitude
- Previous experience in the performing arts and/or non-profit world
- Excellent presentation and communication skills
- Ability to work with diverse groups of people, particularly elderly patrons, with a solid understanding of hospitality and service position
- Knowledge of digital video/audio recording equipment and setup
- Ability to lift/push/pull up to 50 lbs of equipment, including up and down stairs
- A mid-size (or larger) insured vehicle capable of transporting necessary equipment, with accompanying valid drivers license
- Bachelor's degree or higher
COMPENSATION: Part time independent contractor; Estimate approximately 8-15 hours per concert at a rate of $23.00/hour, plus any additional errands/projects as needed at same rate. Due to the varying nature of the schedule of BinB, the time required is variable. Must be in attendance at ALL scheduled performances as necessary, but can be quite flexible as to when other work is done, as long as deadlines are met.

Send cover letter and resume (with references) to: bachconcertseries@bachinbaltimore.org no later than July 28, 2023.