



OAKLAND
INTERFAITH
GOSPEL CHOIR

Position Description:

Production Associate

POSITION SUMMARY:

The Production Associate will work closely with OIGC's Production Manager and Office Operations Manager to support delivery of quality artistic performances and efficient daily operations for our 501(c)3 performing arts organization. The Production Associate will assist in administering production and booking activities for paid performances, self-produced events, community engagement concerts, and special projects for the Oakland Interfaith Gospel Choirs. The Production Associate is a FTE position, reporting to the Executive Director, and serving at the pleasure of the Board of Directors.

The Production Associate will work on-site and in-person at both our office and performance locations, to assist with activities for the Oakland Interfaith Gospel Choir and our affiliate choirs. This role offers scheduling flexibility, coordinated in advance within organizational needs, and requires frequent weekend and evening hours, especially around self-produced productions. ([See oigc.org for calendar of events.](http://oigc.org)) The Production Associate will also work in partnership with OIGC administrative staff to ensure rehearsal, announcements, and performance details are all effectively implemented, and clearly communicated. This public-facing role will interface with choir members as well as engage with venue and production representatives, and should be a clear, concise, compassionate communicator.

DUTIES AND RESPONSIBILITIES:

Production/Events Assistance and Administration (50%)

- Support Production Manager with concert and event pre-production, production, post-production, and evaluation activities for all performances (6-8 self-produced and approximately 30 additional performances annually).
- Participate in performance facilitation from pre-production to strike, coordinate with producers and house managers; stage and escort choirs and guest artists; coordinate with sound engineers; review and support performance schedules.
- Must be able to physically walk, stand, climb stairs, and lift up to 50 pounds. Role may also require standing for long periods of time.
- A valid California license and ability to drive transport vehicle is preferred.
- In support of and in collaboration with Production Manager, communicate with personnel, contractors, guests, and hosts for performances and events.
- Maintain and organize ongoing and past performance records for easy reference and accessibility.
- Ensure relevant data is captured accurately in our CRM.
- Assist in responding to event inquiries and reporting to Production Manager. Research and solicitation support for performance opportunities, including Donor and Sponsor activities and potential activities.
- Support AP/AR follow up, through accurate records management and document processing.
- Attend staff and production meetings; take clear concise notes; ensure appropriate follow-up occurs.
- Assist with projects including recordings, touring, and other opportunities guided by OIGC's strategic plan
- Ensure contracts and agreements, W9s, invoices, and other relevant event and production documents are gathered/created, signed, and appropriately filed.

Choir/Band Coordination & Administration (50%)

- Provide weekly communication regarding choir needs and connecting with Choir Leadership
- Choir administration, i.e. annual membership agreements, and the like. Support volunteer leadership as needed.
- Attend choir rehearsals as needed, to support attendance, dues collection, venue needs, etc.
- Support social media and web presence, including postings at performances, and content solicitation.
- Manage choir rosters, communicate rehearsal schedules, performance details, and other singer communications using tools including Microsoft Office, and Chorus Connection.
- Maintain uniform and merchandise inventory; manage distribution and sales records.

- Support the Operations Manager with recruitment, training, and on-site support of volunteers for events. Ensure volunteers are thanked.
- Provide project management assistance for choir activities and performances.
- Support calendar administration for artistic staff and choirs; schedule rehearsals, performances, tours, and travel.
- Other duties as assigned by the Production Manager and Office Operations Manager

TRAITS AND CHARACTERISTICS:

A friendly personality is a must! This role is a highly-visible representative of our organization to our singers. It is essential that our choir coordinators become a trusted resource for accurate information, as well as a reliable partner to our chorus membership. This crucial role is responsible for tracking demographics and attendance, dues collection, as well as ticket pre-sales – key elements for our grant reporting and budget/cashflow management. Further, as a performing arts organization, events and production are the core of what we do. Supporting our Production Manager and artistic vision will enable us to achieve our goals and fulfill our Mission. The successful candidate will be cheerful and outgoing, ready and able to face adversity with adaptability and grace. They will be smart, self-motivated, and driven to build quality relationships and provide reliable support to ensure OIGC continues to serve our singers. They will also possess the requisite technical skills to complete their work using our online singer management system, Chorus Connection, as well as our CRM, Microsoft Dynamics. An ability to interact with a diverse group of people while maintaining a sense of humor, a good dose of patience, and a ready smile will help this position succeed. The selected individual will have a well-rounded set of competencies that sets him or her apart from others, especially a passion for serving people, and personal values which align with the choir's mission; flexibility to work collaboratively with a diverse group of volunteers and personalities; and the confidence and integrity to make decisions in real-time.

EXPERIENCE AND QUALIFICATIONS:

- Demonstrated experience working with nonprofit arts organizations.
- Experienced communicator, comfortable working with diverse constituents; excellent verbal and written communications skills.
- Experience and qualifications to work with Youth.
- Computer proficiency, especially Microsoft Office suite.
- Attention to detail: from remembering people, to capturing event information, to accuracy with file maintenance.

COMPENSATION:

The starting salary range for this full-time exempt position is \$58,500-62,500. OIGC offers generous benefits, including health insurance, paid time off, and staff holidays, in addition to an engaging work environment and a collaborative, supportive team. The Oakland Interfaith Gospel Choir is an equal-opportunity employer. We are committed to building an organization which is representative of our community: a variety of backgrounds, perspectives, and skill sets. People of color, people who identify as LGBTQIA, and persons with disabilities are encouraged to apply.

TO APPLY:

Please email resume and cover letter to maren@oigc.org and include "Production Associate" in the email subject. Resumes will be accepted until the position is filled.