



Production Manager

Part-time, Non-exempt; Position Open Until Filled

Center for New Music San Francisco, Inc. seeks a regular part-time Production Manager to support the planning and execution of public and member-focused new music events.

The Production Manager will play a key role as part of the Center's high-impact and talented team of new music leaders. Through online and in-person communication, direct support for artists and organizations, and stewardship of public events, the Production Manager will help to serve and support new music the C4NM community.

Duties

The Production Manager will be expected to:

- Coordinate production needs for C4NM events
- Serve as event lead for approximately half of all C4NM events
- Work closely with the C4NM team to support the overall success of public programs

The Center for New Music hosts approximately 150 events per year, through a mix of Curated Concerts, Member Concerts, partner events, community events, and rentals. The Production Manager will coordinate a dedicated team of staff and volunteers to ensure that all events are presented in a safe, professional, and respectful manner.

Each C4NM event is hosted by an event lead, who assumes ultimate responsibility for the experience of artists and guests. The Production Manager will lead approximately half of C4NM events, addressing a wide range of needs from technical (audio/visual) setup to house management, box office, customer service, and supervision of volunteers.

The Production Manager will also work closely with C4NM staff, curators, and members to support related organizational efforts. These will focus on the infrastructure and support of C4NM events, including development and marketing, capital improvements, and volunteer management. The Production Manager will also be expected to contribute valuable perspective in the development of new programs, and in other special projects in support of the C4NM community.

Skills and Interests

The Production Manager should demonstrate the following abilities:

- Outstanding communicator, very clear and detail-oriented
- Proactive and deadline-oriented
- High level of competency in live audio, and basic understanding of all other live production elements

- Comfort leading a team, taking ultimate responsibility for the safety and security of others, and making production decisions in real time

Additional skills that would be valuable to this role include: audio editing, photo/video documentation, volunteer management, scheduling, contract/agreement experience

The Center would most benefit from candidates who are particularly interested in one or more of the following: new and experimental music, artist services, community building.

Employment and Compensation

This position is part-time non-exempt. The Production Manager will be paid \$17-23 per hour, depending on experience, with an expectation of approximately 20 hours per week.

Production Manager is an at-will position, reporting to the Managing Director. C4NM staff and board members conduct regular work reviews, and strongly value professional and artistic development as part of the experience of advancing the work and mission of the organization.

How to apply

To apply, please submit a resume and cover letter to Brent Miller, brent@centerfornewmusic.com.

Center for New Music is an equal opportunity employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination. Center for New Music is committed to providing an environment that is free from discrimination and harassment, and will not discharge or in any other manner discriminate against employees or applicants based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.