



Director of Production

SUMMARY

The Director of Production is responsible for the overall logistics of the Aspen Music Festival and School (AMFS), including oversight of all seasonal production staff and management of production budgets and outside rentals. This position interfaces closely with the Artistic, Student Services, Development, and Facilities Departments to manage the planning and execution of all AMFS events and will take a lead role with the Aspen Opera Theater program. Reporting to the Vice President & General Manager, the Director of Production is responsible for the creation and execution of training and operating protocols for all AMFS production staff.

Responsibilities:

- Oversee the planning, budgeting, and execution of production elements of all AMFS presentations—over 300 annual public events across 3 separate campuses, including: orchestral concerts, solo and chamber music recitals, masterclasses, seminars, opera productions, venue rentals, and special events
- Hire, train, and manage all production personnel including 2 production crews, a team of recording engineers, piano technology staff, house managers, opera production staff, and parking staff
- Develop, track, and manage production and staff budgets, rental income, instrument and equipment rental, replacement, and purchases, opera production budgets, and special events budgets
- Serve as primary point of contact for outside facility rentals, community events, and special events; advance the rental needs of each group for facility use and staff; track and bill expenses to Lessees
- Lead weekly production meetings with staff from Artistic, Operations, Opera, Development, Facilities, Production, House Management, Piano and Recording Departments during the summer season
- Coordinate and participate in the Manager on Duty staff assignment rotation for all public events
- Additional duties as required

Qualifications:

- 3-5 years of experience managing production teams in a orchestra, opera, or theater organization
- Proven history of effectively leading a large and diverse staff in a fast-paced, high-stakes environment
- Practical knowledge of orchestral and theatrical production elements: lighting, live sound, recording, video and projection, rigging, scenery, props, costumes, stage management, first aid and freight
- Experience negotiating favorable and competitive terms with vendors and equipment providers
- Ability to maintain a strong sensitivity to the needs of guest artists, faculty, and students, while meeting or exceeding goals of operational resources, organizational procedures, and budgetary requirements
- Working knowledge of the following: Microsoft Office (Word, Outlook, Excel, Skype, etc.), recruiting (ClearCompany), drafting (AutoCAD/Vectorworks), collaboration (Slack) and schedule (ArtsVision)
- Extended hours as well as evening, weekend, and holiday work will be required
- Ability to provide leadership, prioritize, organize, motivate, problem solve, delegate, and resolve conflict
- Must be able to work under pressure with multiple stakeholders to meet strict deadlines
- General knowledge of classical music is required; ability to read music is a plus

To apply: please submit a cover letter, résumé, and references to Justin Brown, Vice President & General Manager at jbrown@aspenmusic.org. Note that this is a full-time, year-round position based in Aspen, Colorado.