

THE FREIGHT

LIVE MUSIC. GLOBAL ROOTS.

JOB POST

TITLE:	Assistant Production Manager
REPORTS TO:	Production Manager
SUPERVISES:	N/A
EMPLOYMENT TYPE:	Full-time, non-exempt
SCHEDULE:	Daytime hours, hybrid, some weekends and evenings
SALARY RANGE:	\$68,000 - \$70,000 annually

POSITION OVERVIEW

Reporting to the Production Manager, the Assistant Production Manager is responsible for supporting the Production Manager in managing the on-stage, backstage, and other technical details of concerts at The Freight. In addition, the Assistant Production Manager leads general oversight of the day-of-show front-of-house team, supervising the Event Managers and the Volunteer Coordinator. This position acts as the liaison between production and rentals.

RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

Production Coordination – 55%

- Provides day-to-day support to the Production Manager, supporting all aspects of concert production including sound, lights, livestream, artist hospitality, video, and staging.
- Leads the production advancement of rentals and other special events including Freight fundraisers and staff events
- Supports the management and upkeep of the showroom, backstage areas, and production storage spaces
- Advances shows as assigned by the Production Manager
- Provides support in troubleshooting problems with the Freight's sound and lighting systems
- Assist in supervising the production aspects of concerts as assigned by the Production Manager
- Fills sound shifts as directed by the Production Manager
- Attends weekly 1-on-1 meetings with the Production Manager

Front-of-House Oversight – 42%

- Supervises and supports the Event Managers and the Event Coordinator
- Creates the monthly Event Manager schedule, ensuring full coverage for all public and rental events
- Trains reporting staff in established procedures and sets the standard for interaction with patrons;
- Has a key role in creating, maintaining, and communicating COVID-related protocols and emergency procedures
- Regularly meets with Event Managers and Volunteer Coordinator to improve overall patron services

Other – 3%

- Works closely with HR and Production Manager to develop an ongoing training program for the department
- Leads the development of a Production manual
- Fills in for the Production Manager in their absence
- Attends various production and staff meetings as needed

DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.

SKILLS, KNOWLEDGE & ABILITIES

- **REQUIRED:** 2-3 years of experience in technical theatre, music production, sound engineering, and/or venue operations
- Working knowledge of technical aspects of concert production.
- Ability to solve logistical and technical problems including staging, lighting, sound and video/projections.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with a diverse array of artists, clients and stakeholders, as well as internal teams
- Proficiency with G-Suite, MS-Office, and video conferencing tools; CRM software understanding is a plus
- Must be present for several events weekly, which may require work on weekends, holidays, and evenings.
- Experience working in live music

The Assistant Production Manager will play a pivotal role in building the Freight's reputation as a premier music venue. This position offers an exciting opportunity to contribute to the success of a renowned institution.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

TO APPLY

Please send a resume and cover letter to PC Munoz, Director of Programming at pcmunoz@thefreight.org. This position is open until filled.