

JOB DESCRIPTION & POSTING

POSITION TITLE: Production Scheduler/Asst. Prod Mgr

CREATED: 4 February 2023

SUPERVISOR'S TITLE: Director of Production

UPDATED: 05 January 2024

START DATE: 13 May 2024

COMPENSATION: DOE

END DATE: 04 August 2024

+ Housing for Out of Town

+ Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

- Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on respect, diversity, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all. We open doors, build bridges, and make work that is accessible and inclusive. The opportunity and access to the gift that is live theatre is something that benefits all in our community and we strive to remove barriers to that gift.
- As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we equitably represent and further diversity and inclusion on our stages, our facilities, and in our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored with generosity, openness, and exploration.

GOALS

Utah Festival Opera and Musical Theater is committed to maintaining an inclusive environment on and off stage. Our goal being to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices in order to ensure an inclusive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

To provide support to all UFOMT productions by facilitating the scheduling process of all rehearsals, coachings, fittings, special events, and other production related activities.

POSITION FUNCTIONS AND RESPONSIBILITIES PRIMARY

RESPONSIBILITIES

- Create and distribute Daily Calls for all productions including but not limited to all fittings, coachings, shuttles (with company management), rehearsals, performances, and special events.
- Liaise with creative teams, stage management teams, production shops, and other internal stakeholders to ensure the maximization of artist time and energies in accordance with UFOMT priorities
- Attend production meetings
- Keep accurate records of Daily Calls and cross-check against production rehearsal and performance reports.
- Assist the Director of Production in maintaining an accurate production calendar and distributing it as changes are made
- Maintain clean and safe workspaces
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force or which may be adopted from time to time during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by the Director of Production.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- 3-5 years of experience in Stage Management or prior experience in Production Management
- Prior experience in Opera and/or Musical Theatre

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily.

We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Excellent written and verbal communication skills
- Ability to track multiple priorities and processes simultaneously
- Highly organized and detail-oriented
- Ability to read music

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position frequently communicates with groups of people in open areas.
- This position requires significant periods of time working on computers
- This position consistently works in darkened environments.
- This position utilizes headset communication systems and electrified cue lights

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Brian S. Newman, Director of Production at jobs@ufomt.org