

Job title: Production and Artistic Coordinator
The Philly POPS
Area of focus: Production and Operations
Job type(s): Full-time Temporary Position
Reports to: Associate Director of Program and Production



Summary: This internally facing position supports the Associate Director of Program and Production with responsibility for event production support. This temporary position is critical to the operations of the Program and Production Departments and their interface during our Christmas shows, particularly with Event Production and Guest Artist management. Responsible for advancement and backstage management of artists, conductors, and musicians. This position would start at the end of November and would end in the middle of January.

Key Responsibilities:

Guest Artists

1. Plan, book, and coordinate travel and transportation logistics for visiting guest artists, both internal and external, including, but not limited to, hotels, ground transportation, air travel, etc.
2. Create and implement itineraries for guest artists.
3. Track and manage contract rider fulfillment, including hospitality and comp ticket requests.
4. Greet and assist assigned guest artists during their tenure with the Philly POPS, serving as primary point of contact for requests, concerns, and schedule adherence, along with the Manager of Artistic Operations.
5. Maintain relations with local hotels; secure guest artist reservations.
6. Assist guest artists with any meet and greet, signing, donor events, etc.
7. Ensure the highest quality artist experience while the artist is at the Philly POPS.

General Production Operations

1. Supports Associate Director of Program and Production and COO as assigned in all aspects of the concert and live event rehearsals and performances.
2. Track and facilitate appropriate inventory of hospitality amenities, including water, towels, towel cleaning, and misc. supplies.
3. Work with Associate Director of Program and Production in facilitating all productions.
4. Possible stage management work.
5. Other duties as assigned.

Requirements: Education/Experience:

Bachelor's Degree required; prior administrative production experience preferred. Relevant combination of education and/or training and experience considered. Ability to read music and familiarity with popular repertoire a plus.

Knowledge/Skills/Abilities:

1. Ability to read music and familiarity with POPS orchestral repertoire.
2. Past experience working with guest artists preferred.
3. Excellent interpersonal and communication experience essential.
4. Proven problem-solving skills in high-pressure environment.
5. Strong organizational skills.
6. Able to multi-task & prioritize several projects in a fast-paced office environment.

Working Conditions/Physical Demands: Routine for production environments. The employee will be required to travel with the Orchestra off-site on runouts and be available for all performances. The candidate must be able to lift 20lbs, speak on a microphone, and communicate and listen on a headset.

Candidates of diverse backgrounds are strongly encouraged to apply.

How to apply:

Please send resume and cover letter with "Production and Artistic Coordinator Philly POPS" in the subject line to Matt Koveal (mkoveal@phillypops.org).