



Sarasota Orchestra Job Description

Job Title:	Production Assistant
Department:	Artistic Operations
Reports To:	Assistant Production Manager
Classification:	Part-time, Hourly/Non-Exempt
Supervises:	None – N/A
Location:	Sarasota, FL

General Overview:

Assist in the setup and teardown of Sarasota Orchestra and Youth Orchestra events, Sarasota Music Festival, Summer Music Camp, Friedman Symphony Center rentals, and other functions as needed.

Responsibilities:

- Execute set ups for Sarasota Orchestra and Youth Orchestra services in all performance venues, and for rentals at the Friedman Symphony Center
- Load/Unload orchestra equipment truck for transport to other venues
- Assist Facilities Manager in all aspects of building operations/maintenance
- Act as a stagehand for Sarasota Orchestra and Youth Orchestra services when needed
- Properly operate lighting systems in the Friedman Symphony Center
- Maintain positive relationships with orchestra musicians, conductors, staff, Youth Orchestra parents, students, volunteers, and co-workers
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Artistic operations department and business needs.
- Weekly hours offered for this position: ranging from 14 – 20 hours.

Qualifications:

- High School Diploma or equivalent
- Strong communication skills
- Ability to work well in a team environment
- Attention to detail and accuracy
- Ability to work under supervision and independently



- Ability to work long hours during season
- Ability to work flexible hours, including evenings and weekends
- Ability to lift up to 65 lbs.
- Experience with orchestra production/operations a plus

Employee Acknowledgement

&Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

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