



## CONCERT PRODUCTION ASSISTANT

Posted: July 10, 2023

Position open until filled. Preferred Start date: September 5, 2023.

*Reports to:* Artistic Director

*Interacts with:* Executive Director, Communications Manager, Box Office Coordinator, Venues, Vendors, Musicians

*Status:* 1099 contract, average 15-20 hours per production week, 1-2 hours per week at other times, September 2023 through June 2024

*Compensation:* \$18-20 per hour

*Location:* Cleveland, Akron, semi-remote

### Position Overview:

[Les Délices](#) seeks an enthusiastic and self-motivated Production Assistant. This is a part-time, project-based position reporting to the Artistic Director. The ideal candidate is a proactive problem solver with experience in concert and event production and arts administration. The Production Assistant is responsible for communication with venues, coordinating instrument moves (harpichord and chamber organ), stage management and providing technical oversight of projections.

The Production Assistant must be available to work all events during six mandatory project weeks in the 2023-24 season, as well as other one-off events as indicated on attached project dates sheet. The Production Assistant can expect to work 15-20 hours per week during main project weeks, with a minimum four hour call per concert. Outside of project weeks the Production Assistant is expected to attend occasional staff meetings and manage email and other communications relative to the position, with a weekly time commitment of 1-2 hours. The period of the position lasts the length of Les Délices' performance season from September 5, 2023 to June 10, 2024, with the potential to renew a contract for future seasons. This position includes professional development and advancement opportunities to align with the interest of the hired candidate and the needs of Les Délices.

### Responsibilities:

#### 1. Event Production

- Coordinate with rehearsal and performance venues, confirming event schedules, load in and load out times, and technical and setup needs.
- Coordinate with movers to facilitate transport of keyboard instruments (harpichord, chamber organ) to rehearsal, recording and performance venues.
- Manage technical setup for projection at each concert venue and run powerpoint projections, following cues in musical score.
- Stage management during concerts as needed.

## 2. Artist Relations

- Communicate with performing artists to confirm rehearsal and event schedules.
- Book and/or confirm artist travel as required.
- Confirm accommodation details with out-of-town artists and hosts.

## 3. Communications and Marketing Support

- Make simple content updates to the Les Délices website (Wordpress).
- Potential to cross-train with Communications Manager to assist with social media, marketing emails or other communications duties as needed.

## 4. Meeting participation

- Weekly staff meetings by Zoom during the performance season.
- Additional production meetings with the Artistic Director and other staff as needed.

## 5. Other duties as assigned.

The Production Assistant must have and be willing to use one's own computer and phone for the duties described above. They must also have reliable transportation to and from all events. They need to be comfortable transporting equipment (music stands, projectors, or similar) and/or lifting or carrying up to 50 lbs.

### Qualifications

- *Work experience:* Experience in event and/or concert production required. Experience working in an arts administration or other office environment desired.
- *Software proficiency:* Microsoft Office, Dropbox, Google Docs, Zoom required. Experience with website platforms such as Wordpress desired. Ability to create PowerPoint presentations for supertitle projection desired.
- *Skills:* Strong written and oral communications skills; great interpersonal skills including the ability to interact professionally with artists, venues, and other stakeholders as needed. Ability to read and follow a musical score desired.
- *Personal characteristics:* detail-oriented, efficient, and well-organized; willingness to take initiative; able to work independently and solve problems creatively; consistently meets deadlines. Positive attitude and flexibility essential. Interest in arts management, the performing arts, and specifically classical music a plus.

Please send letter of interest and current resume to Executive Director, Laura Potter, at [laura@lesdelices.org](mailto:laura@lesdelices.org). She can be reached at 216-302-4384 with any questions you may have about the position.

### About Les Délices

**Les Delices delights, inspires, educates, and expands audiences for music on period instruments through innovative programming and world class performances.** With deep roots in our Northeast Ohio community, Les Délices is building a national reputation as a leader in the field of early music, advancing its relevance and sustainability by welcoming collaboration, embracing digital media, and proactively working to support diversity and inclusion among our peers and repertoire.

Our current offerings include our [subscription concert series](#); our free early music web series, [SalonEra](#); and [LD Music Meditations](#), a free listening experience available online and by hotline.

## **2023-24 Project Dates as of July 2023**

Production Assistant must work all of the following events unless otherwise arranged. Most Thursday – Saturday concert performances are evening performances while Sundays are late afternoons. A four hour minimum call per event is typical. Some assistance with rehearsals in the days prior to performances may be required. The six main project weeks with the heaviest anticipated workload (15-20 hours per week) are indicated with an asterisk (\*) below.

**Sat Sept 23, 2023, 3:00pm: SalonEra Session: Songs for Social Justice** *featuring countertenor Michael Walker and tenor Haitham Haidar*  
Heights Theater, Cleveland Heights (at Coventry and Euclid Hts Blvd)

**\*Sept 26-30, 2023: The Pow'r of Musick** *featuring Kaleidoscope Vocal Ensemble in music by Henry Purcell, Jonathan Woody, Sydney Guillaume, and others.*

FRI Sept 29, 7:30pm: Cleveland Institute of Music, Kulas Hall

SAT Sept 30, 4:00pm: Tri-C Campus Theatre TBC

**\*Oct 31-Nov 5, 2023: Highland Lassie Outreach**

FRI Nov 3, 7:00pm: Performance Location TBC [Waterloo Arts (Collinwood, Cleveland), Summit Artspace (Akron)]

SAT Nov 4, 3:00pm CD Release Party: Bottlehouse Brewery, Cleveland Heights

**\*Dec 18-22, 2023: Noel, Noel** *A musical journey from darkness to light and from hope to joy featuring favorite carols and festive baroque music.*

WED Dec 20, 7:30pm Akron: Holy Trinity Lutheran Church

THU Dec 21, 7:30pm West Side: West Shore Unitarian, Rocky River

FRI Dec 22, 7:30pm East Side: Cultural Arts Center at Disciples Christian Church (Mayfield Rd, Cle Hts)

**Jan 24-28, 2024: Bach52 Recording**

THU Jan 25, 7:00pm Recording Session 1, Heights Theater

FRI Jan 26, 3:00pm to 9:00pm Recording Sessions 2 & 3, Heights Theater

SAT Jan 27, 7:00pm Concert at Baldwin Wallace University, Berea

SUN Jan 28 Donor event TBC

**\*February 11, 17 & 18, 2024: Bach's Goldberg Variations** *featuring harpsichordist Mark Edwards*

SUN Feb 11, 4:00pm Hudson UCC TBC

SAT Feb 17, 2024, 3:00pm: SalonEra Session: Inside Bach's Goldberg Variations, Heights Theater, Cleveland Heights

SUN Feb 18, 4:00pm: Heights Theater, Cleveland Heights

**\*Mar 4-10, 2024: Song of Orpheus** *Recounting Orpheus' descent to the underworld with works by Rameau, Courbois, and Jonathan Woody.*

FRI Mar 8 at 7:30pm: Knight Stage, Akron

SAT Mar 9 at 7:30pm: Inlet Dance Theater (Cleveland, Pivot Center for the Arts)

SUN Mar 10 at 4:00pm: Cultural Arts Center at Disciples Christian Church (Mayfield Rd, Cle Hts)

**\*Apr 9-14, 2024: Seasons Transformed** *Vivaldi's classic works reimagined with flute, oboe, bassoon, two violins, continuo including a world-premiere concerto-pastiche inspired by Summer*

FRI Apr 12 at 7:30pm at 7:30pm: Knight Stage, Akron

SAT Apr 13 at 7:30pm: Cultural Arts Center at Disciples Christian Church (Mayfield Rd, Cle Hts)  
SUN Apr 14 at 4:00pm: West Shore Unitarian, Rocky River

**May 6-7, 2024: Poet & Prodigy Recording**

*Two recording sessions per day, times and location TBC*

**June 8-9, 2024: LD Annual Benefit**

Details TBC