



valley of the moon music festival

ERIC ZIVIAN & TANYA TOMKINS, DIRECTORS

10TH SEASON 2024

SONOMA, CA

Valley of the Moon Music Festival (VMMF) is seeking a summer **Production Manager** to support the festival through the 2024 summer season (July 11 – July 28, 2024). This is a temporary position, with the possibility to extend employment based on skill set and the festival needs.

Compensation: \$4,900.

Time Commitment: Approximately 20 hours per week pre-festival; 40+ hours per week during festival run. Manager will work remotely until July, and on-site in Sonoma from July 10 – July 29, 2024.

Responsibilities include:

Pre-festival:

- Work closely with the Managing Director and Operations Manager on scheduling, logistics, and keeping track of deadlines.

During festival run (July 10 – July 29, 2024)

- Act as point-person for musicians' questions about logistics
- Work closely in coordination with Front of House and Box Office Managers, piano movers, photographer, sound and recording engineers
- Supervise Production Assistant and Production Intern
- Attend **all** morning staff meetings, rehearsals, and performances
- **Be available for all logistical needs of the festival, including but not limited to:**
 - Work with the Artistic and Music Directors to make stage diagrams and execute them during performances.
 - Ensure that music equipment, including but not limited to fortepianos, music stands, stand lights, and chairs, are safely transported and properly set up.
 - Prepare rehearsal spaces with the appropriate number of chairs and stands.
 - Carry and set up additional lighting, especially for sub-standard lighting conditions.
 - Manage on-stage set changes during all live performances.
 - Keep track of all schedule changes
 - Work with the Directors, and VMMF Staff to create an aesthetic environment when publicity and archival photography or videography are planned.
 - Assist in hanging and placing outdoor festival signage on or near Hanna Center property.
 - Arrange and manage daily lunches for festival musicians and staff.

- Ensure water and light snacks are set out and cared for in the Green Room for concert days.
- Coordinate wine donation pickup schedule
- Set up and breakdown for festival special events
- All other duties assigned by VMMF and/or services traditionally performed by Production Managers in the running of a music festival.

Job Requirements:

- Bachelor's degree or equivalent from an accredited college or university
- 3 -5 years previous production experience in music, theater, or other performing arts including experience managing staff
- Demonstrated ability to coordinate multiple people to achieve tasks
- Ability to set and meet multiple deadlines
- Strong written and verbal communication skills
- Willingness to collaborate and revise work as requested
- Knowledge of computer applications, including Google Suite, MS Word and MS Excel
- Current driver's license and vehicle
- Calm under pressure
- Sonoma-based, or availability to live in Sonoma from July 10 - 30, 2024
- Fully vaccinated for Covid-19 as per current CDC guidelines.

Desired Additional Qualifications:

- Experience working with arts patrons and/or donors
- Knowledge of the greater Sonoma area

To apply, please include a resume and cover letter detailing your relevant work experience to admin@valleyofthemoonmusicfestival.org, with **subject title PRODUCTION MANAGER_LASTNAME**. Hiring immediately.

The Production Manager **must** be available to work on-site in Sonoma, CA from July 10 - 30, 2024. There is a possibility for long-term employment based on skill set and festival needs.