

Stage and Production Manager

The Stage and Production Manager is responsible for the technical, production and stage management details for all orchestra events. An integral member of the Orchestral Operation team, the Stage and Production Manager oversees the day-to-day operation of stage, instruments and transportation requirements of the Orchestra.

Key Responsibilities:

- To work closely with HK Phil musicians, conductors and guest artists regarding the layout of the orchestra on stage and other staging requirement for each programme;
- To liaise with venues regarding all stage set-up requirements, and make necessary arrangements;
- To produce stage plans, supervise and ensure the prompt and smooth set up of stage, technical and lighting requirements and to provide necessary logistical support for all rehearsals and performances;
- To negotiate all technical needs for performances with special settings and engage appropriate vendors for required rental or purchased equipment;
- To supervise the transportation of instruments, equipment and Society's properties and to ensure safe and prompt delivery according to the production schedule;
- To assist in preparing budget for production, technical and stage expenses as needed;
- To coordinate with external partners for production requirements, timings, and special needs for archival recording, radio broadcasts and commercial recordings;
- To maintain and update HK Phil technical rider according to the tour requirement;
- To compile instrument lists and carnet documents as required for tours;
- To liaise with airlines, cargo handling agents and customs officials as required;
- To conduct recce trip and act as tour manager as required;
- To purchase new instruments and orchestral equipment as necessary and to arrange for maintenance as and when required.

Attributes:

- Degree or Diploma holder in music, theatre, stage management, or other related fields;
- A minimum of 5 years' postgraduate work experience preferably in orchestra management or stage management;
- Knowledge of classical music with comprehensive understanding of orchestral repertoire;
- Well-organised, resourceful, self-motivated and a sharp eye for detail;
- Excellent people skills, persuasive and tactful;
- Good command of written and spoken English and Chinese (Cantonese and Mandarin);
- Comfortable in working backstage outside of normal office hours; occasional travel required;
- Good computer skills and awareness of current technologies; and
- Useful to have a valid driving licence.

Applicants should send a detailed resume, indicating current and expected salaries, to hr-oo@hkphil.org.

Application deadline: 29 March 2020. All applications will be treated in the strictest confidence.