



Position Opening: PRODUCTION COORDINATOR

This is a project-based, hourly position with opportunity for expansion and advancement.

Job Description:

The Production Coordinator plays a vital role in the concert, touring and recording activities of the ensemble. The PC works under the supervision of the Production Manager, but is expected to handle some rehearsals and recording sessions independently, attending to the needs of the performers. Responsibilities include riser and stage set-up, travelling with the ensemble on tours, participating in production meetings, transporting keyboard instruments (harpsichord and chamber organ, not piano), assisting with recruitment of stage hands, and attending rehearsals, concerts, and recording sessions.

The Production Coordinator may be invited to take on additional responsibilities after gaining experience. Presently this is a part-time position, with opportunity for expansion and/or advancement within the organization within the next 1-2 years.

The PC works on a project basis. Each project runs approx. 8-13 days, and may involve 40 - 70 hours per project. Starting wage is \$18.00 per hour. There are at least six projects in most seasons.

Job Requirements:

- Previous orchestral stage management experience is strongly preferred.
- Good physical health and the ability to carry 100 pounds comfortably.
- A friendly, calm and professional demeanor. Honesty, trustworthiness and integrity are essential.
- The desire to learn and the ability to work flexible hours are a must.
- A car, a valid driver's license, a cell phone and a home computer with functioning email. .

Organization:

Apollo's Fire, the Cleveland Baroque Orchestra, has been hailed as one of America's leading baroque orchestras. Now in its 18th season, the orchestra performs subscription programs at multiple venues, as well as a week of summer countryside concerts. Performing on period instruments under the leadership of Music Director Jeannette Sorrell, the orchestra has toured throughout North America, released 13 commercial CD recordings, and has had numerous national broadcasts on NPR. AF is based in Cleveland Heights.

To apply, please send resumé, cover letter and two references to:

Jacqueline Taylor, Managing Director

Email: jtaylor@apollosfire.org