



Job Title: Production Coordinator

Primary Location: Reilly Arts Center

Direct Report: Director of Venue Operations

Salary: \$15/hr

The Reilly Arts Center is seeking reliable team players to fill the role of Production Coordinator. The Reilly is located in downtown Ocala's Tuscawilla Park and is a venue for national, regional, and local performing organizations and events averaging over 100 events per year. The Reilly has two indoor theatres: a 709-seat stadium style theatre and a 3,500 sq-ft black-box style theatre. The arts center also hosts an outdoor theatre, multiple concessions and merchandise areas, and an administrative and education wing.

All team members earn paid time off (PTO) from their first day on the job and are eligible to accrue up to 80 hours of PTO in their first year of employment.

For those interested in joining our team, please send your resume and cover letter to hire@reillyartscenter.com

Description:

Our Production Coordinator(s) play a vital role within the organization. They are the ones behind the scenes making it all possible for our patrons and guests to waltz in grab a drink from our bar say hello to a friend and enjoy a seamless live performance experience. The Production Coordinator will oversee/coordinate all of the activities, employees, vendors and contractors associated with a scheduled performance. Time management is critical: Production Coordinators need to know how to delegate tasks well, work quickly and effectively, and keep multiple balls in the air. Responsibilities include but are not limited to;

Pre-Rental / Pre-Production: After being assigned to an event, the Production Coordinator will

- Work with the client or tour manager on the event schedule
- Advance (communicate about) equipment needs, outside contractors and vendors
- Be the main point of contact for the event relating to all the details for the entire tour or rental, including but not limited to communications, merchandising, catering, hospitality, etc. You may also work closely with the performer's agent, tour manager, sound engineer, lighting crew chief, and other touring team members
- Work with and communicate to internal staff on the needs of volunteers, production assistant(s) and hospitality team

Event / Production: For the Production Coordinator's assigned events, they will

- Fulfill in-house and outside event requirements, including but not limited to the physical set-up of the stage, chairs, and tables, run basic audio and lighting needs
- When required, manage inside team or outside contractors to do the same
- Be on-site and available during the entire event and set-up as the official "face" or contact of the Reilly

Post Production: Maintain/oversee facility standards following events. Including but not limited to

- Some cleaning and repairs
- Maintain inventory of all stage and production equipment

Hours: Average of 25 hours per week, with some weeks being in excess of 40 or less than 20. Some shifts may be up to 12-14 hr days multiple days a week or in a row.

Qualifications/Requirements:

- Ability to ensure a pleasant patron, volunteer, and staff experience
- Ability to perform well in a stressful situation, stay focused and ensure completion of tasks
- Ability to lead and motivate a diverse and changing/rotating team
- Have transportation to and from work, during events and ability to work a flexible schedule
- Have excellent communication skills and the ability to remain calm during events (the entertainment business is often fast paced and fluid.)
- Physically able to lift (up to 50lbs, can be labor intensive) and operate production equipment for set-ups, etc
- Internet access and ability to use basic Microsoft Office products

Additional Skills: Not required, but experience any of the following will be looked upon favorably: stage audio and lighting, theatre management, bar management, general band or orchestral knowledge, production or event management.