

**BERKSHIRE CHILDREN’S CHORUS PRODUCTION ASSOCIATE  
JOB DESCRIPTION**

**Position:** Production Associate

**Reports to:** Artistic Director Ryan LaBoy

**Status:** Hourly, Part time for up to a total of 40 Hours. Possibility of an extension of contract.

**Compensation:** \$25.00 per Hour

**Dates and Hours:**

5 Hours a week for the weeks of Nov 6, Nov 13, Nov 20, Nov 27.

20 Hours per week Dec 3 – 10.

**JOB DESCRIPTION:**

Berkshire Children’s Chorus seeks a Production Assistant for its Dec 2023 Concert. The organization is hiring a detail oriented, organized, and community and service-oriented team member to aid and assist with the production needs for the upcoming Winter Concert entitled *Cántame un Cuento | Sing Me a Story*. This team member will work directly with the Artistic Director and Chorus Administrator to identify and perform tasks directly related to the successful producing and managing of the December BCC show. The ideal candidate will have a vested interest in supporting the environment of community connectedness, acceptance, and openness that the Chorus provides its youth. Candidate must be “cheerful and flexible,” meaning they are able to quickly pivot as plans and circumstances change while maintaining a positive attitude and productive work ethic. The Production Assistant must also demonstrate an ability to work independently and to anticipate needs based on previous event and/or production experience.

**JOB DUTIES INCLUDE:**

Assisting production team (AD, CA, and volunteer family members) with ad-hoc tasks before, during and after the event that include but are not limited to:

**Prior to the Event:**

- Coordinating with Artistic Director and Chorus Administrator for weekly needed production related tasks.
- Inventory of event supplies
- Picking up printed collateral from printer
- Coordinate with Community Members for set up of reception (set up of food area, coordination of food items required, coordination of set up and clean up)
- Purchasing additional event supplies
- Coordinating any extra uniform pieces as required.
- Confirm needed set pieces, music, or other required items as needed for Performance.
- Coordinating the volunteers for the run of the day.

**Day of Event:**

- Load in/Load out
- Lead/run production details on the day of the concert including load-in, set-up, running pre-show events and rehearsal as well as the events required during the show, and load-out and space clean up.
- Ensure that all partners, vendors, and onsite staff and volunteers are communicating effectively and handling their assigned duties.
- Guide set up of various areas needed for the event (i.e., Backstage areas, reception areas, stage set up, any items required by Artistic Director).

## **ABOUT THE CHORUS:**

**Berkshire Children's Chorus creates a place of belonging where young people grow and find their voices by singing together.**

**Berkshire Children's Chorus** explores the globe and travels through time by singing music from various cultures and eras. The Chorus uses music to spark new friendships between singers from across the Berkshire region. Weekly rehearsals feature the development of individual self-confidence and teamwork skills, as well as music reading, ear training, and vocal technique.

**Our Mission:** Berkshire Children's Chorus creates a place of belonging where young people grow and find their voices by singing together.

**Our Vision:** To transform and connect our community in the Berkshires through choral music education, opening up a world of experiences, confidence, and collaboration for all children.

For more information about the Berkshire Children's Chorus visit the website at [berkshirechildrenschorus.org](http://berkshirechildrenschorus.org)

Interested candidates can send resume and two references to Jennie Jadow at [jennie@jadow.com](mailto:jennie@jadow.com).