



Position Title: Production/Operations Manager

Location: McAllen, TX

Reports to: Executive Director

Compensation: Commensurate with experience

Benefits: 100% employer-paid individual health insurance, paid vacation, paid sick leave. Cell phone stipend. Vision, dental, and other voluntary benefits are available through provider.

Position Overview:

The Valley Symphony Orchestra (VSO) seeks a **Production/Operations Manager** to become an integral member of the organization's entrepreneurial management team, supporting the Music Director and an ensemble of 75+ musicians, plus a dedicated Board of Directors and other key constituents. This role is pivotal in planning and executing the logistical and technical aspects of our events, ensuring that every performance and experience - from grand orchestral works to small ensembles to outdoor community concerts - is a seamless success. They will also support the day-to-day office operations of the VSO, including fiscal and administrative duties.

This opportunity comes at a very exciting time in the history of the organization; Maestro Peter Dabrowski's 25th Anniversary in the current season followed by the Symphony's 75th Anniversary in 2026/27. Both milestones will help to guide concert and event planning strategies to maximize quality and growth over the next few years and beyond.

Preferred Qualifications and Experience:

- Bachelor's degree from an accredited college or university, or similar educational background.
- Minimum 3+ years of live concert, event, or stage production/management, technical theater, or equivalent experience in a related field.
- Basic to intermediate understanding of administrative support functions in the nonprofit, entertainment, or performing arts industries, or related field.
- Proficiency with using Microsoft Office (Word, Excel, etc), Google Workspace, and other related software(s) particularly in the technical design space.
- Basic to intermediate level graphic design, layout, and video editing skills.
- Excellent interpersonal, written, and verbal communication skills, attention to detail, and a friendly, positive, and customer service oriented spirit that can effectively interact with a diverse range of personalities.

- Ability to work independently and in collaboration with other team members, manage multiple projects simultaneously in a fast-paced environment, and meet deadlines.
- Ability to work evenings and weekends as required for rehearsals, concerts, events, or meetings.
- Reliable means of transportation including car, valid driver's license, and auto insurance, and ability to rent and drive a box truck up to 26 feet.
- Ability to lift, carry, and/or move up to 50 lbs and manage the moving of items in excess of 100 lbs, plus the ability to walk or stand for 2+ hours at a time.
- Strong passion for the arts in the Rio Grande Valley and beyond.
- Fluency or a high level of oral and written Spanish is a bonus.
- Musical background and knowledge of classical music and symphony orchestra operations is also a bonus!

Essential duties and responsibilities:

Concert & Event Production: Plan and administer all logistics and production activities, including rehearsals, of the orchestra for 12-15 major events per season; Masterworks Concerts and Education Concerts (McAllen Performing Arts Center), fundraising gala, and multiple smaller format performances at venues across the Rio Grande Valley. Create stage plots, technical riders, internal/external schedules, itineraries, budgets, etc as applicable to events. Coordinate hotel accommodations for out of town musicians or guests.

Venue & Vendor Coordination: Serve as primary liaison and point of contact with all VSO venues and 3rd party vendors - communicating, scheduling, and executing all advance, day-of, and post event needs. Participate in site visits, attend meetings, and assist with facility rentals, equipment rentals, contracting, and invoice processing as required.

Stage Management: Serve as primary stage manager of all orchestra services, ensuring staging, sound, lighting, dressing rooms, and other technical requirements have been set to proper and safe specifications. Be available on site for questions or concerns from conductor, musicians, and staff before and during services and establish optimal working conditions for onstage and backstage areas. Manage flow of all concert activities including instrument or musician transitions, remarks, curtain calls, and more.

Supervise Production Crew: Hire, train, schedule, direct, and motivate contracted production crew within budgetary parameters. Lead load-in, set up, load-out. Review and submit accurate crew timesheets for payment processing.

Transportation & Inventory Management: Coordinate with Principal Percussionist, staff, and vendors on instrument list and other needs requiring transportation. Assist with guest artist transportation or hospitality as required. Manage inventory, storage, and maintenance of all VSO owned instruments and production equipment or materials.

Day-to-Day Finance: Prepare budget projections and expense reports as required while maintaining appropriate cost controls. Monitor recurring expenses. Collect, code, seek approval, and send up all expense documentation. Review settlement reports from venues and vendors. Process musician or guest artist contracts and payroll in a timely manner with Personnel Manager and Executive Director.

Administrative: Monitor and restock equipment and supplies as needed for both office and concerts/events. Serve as point of contact for communications vendors (telephone, internet, etc), property manager, insurance providers, and more. Research and prepare proposals for major equipment purchases or concert feasibility. Maintain accurate records, archives, data, and reporting requirements in accordance with organization's best practices.

Collaboration: Work closely with the Music Director, Executive Director, Personnel Manager, Development Manager, and other team members as needed to ensure cohesive and aligned efforts.

Other duties as assigned.

How to apply:

Interested candidates should send a cover letter (no longer than one page), resume, list of three professional references, and desired annual salary to jobs@valleysymphony.org with the subject line: **VSO Production/Operations Manager**

Position opens for applications on September 18, 2025 and will be open until filled. Ideal start date of mid to late October 2025.

Organizational overview:

The Valley Symphony Orchestra (VSO), a 501(c)(3) nonprofit organization based in McAllen, TX, celebrated its 70th anniversary in 2021-22 and is now entering its 74th year of live symphonic performances. The VSO staff is responsible for the marketing, producing, fundraising, financial management, and administration of the organization. Under the baton of Dr. Carl Seale, the orchestra was established as a student and community ensemble at the University of Texas - Pan American, a legacy institution of the University of Texas Rio Grande Valley, and has since developed into an all professional ensemble under the direction of Maestro Peter Dabrowski. Historically, VSO performances have provided the only consistent symphonic outlet available in South Texas and have been met with enthusiastic community support and appreciation. The Valley Symphony Orchestra is a resident ensemble at the McAllen Performing Arts Center, the City's state-of-the-art performance hall that opened in 2017. Annually, the VSO presents five to six *masterworks* concerts, educational concerts, several special chamber and community events, plus Bravo! VSO, their annual fundraising gala.

The Valley Symphony Orchestra is an equal opportunity employer