



TITLE: Part-Time Production Coordinator

REPORTS TO: General Manager

POSITION OVERVIEW: The New York Pops seeks a part-time Production Coordinator to assist the General Manager with artistic planning and production for the orchestra's concerts and special events. This role will also coordinate pre- and post-concert events, community concerts, and house seats.

GENERAL DUTIES AND RESPONSIBILITIES:

- Assist in drafting artist and vendor contracts and artist advance process as directed by General Manager. Coordinate travel and hospitality needs and comp tickets for artists and communicate with venue partners. Maintain friendly and professional demeanor with venue partners, vendors, and artist teams.
- Prepare and assemble production binders. Gather, transport, and distribute other production materials to/from concert venue. Maintain and distribute production schedules as needed. Help maintain lists for backstage security, rehearsal passes, and patron passes; deliver to venue by deadline and communicate changes in a timely manner.
- Point person for small-scale community concerts and pre-rehearsal and pre- and post-concert events. Coordinate with venues, vendors, and musicians and manage constituent communications, marketing, guest tracking, and catering needs.
- Work with artist liaisons to aid the General Manager backstage at New York Pops rehearsals and concerts, as required.
- Schedule production and artistic planning meetings as requested by General Manager. Attend meetings and take notes on behalf of GM. Manage orchestra calendar and maintain pertinent files and correspondence related to production in Sharepoint.
- Manage TNYP and Board subscription renewals, as well as house seats and VIP/artist ticketing for season concerts. Conduct monthly reconciliation of box office revenue and ticket expenses. Distribute TNYP ticket manifests to venue box office and house manager's office and make updates as needed.
- Track and request payment for all production related expenses in conjunction with General Manager and Bookkeeper.
- Coordinate shipping and receiving of music library materials with Music Librarian.
- Assist with special projects as requested by General Manager.

QUALIFICATIONS:

- Bachelor's degree or equivalent work experience in related position
- High-level attention to detail, accuracy, and ability to multitask and work independently with minimal supervision
- Strong written and verbal communication skills
- Proficiency in Microsoft Office
- Flexibility and an all-hands-on-deck attitude. A willingness to jump in to handle high-priority tasks.
- Proactive with ability to solve problems expeditiously, while always maintaining a calm and professional demeanor
- Occasional evening hours are required to support concerts and special events
- Ability to lift 25 lbs

WORKING CONDITIONS & BENEFITS:

Location: New York City — Hybrid (minimum one day per week in-office, one day remote, and in-person for concerts, rehearsals, and events)

Hours: 2 days per week + additional hours for concerts and special events. Office hours are 10:00 AM – 6:00 PM (set schedule to be mutually agreed). This role is required to be on site outside of office hours for all New York Pops concerts and special events.

Compensation: \$25.00 per hour

Preferred Start Date: Week of September 28

Small, mission-driven team and opportunity for meaningful impact.

TO APPLY:

Send resume and brief cover letter in a single PDF to jobs@nypops.org with subject line “Production Coordinator”. Applications will be reviewed on a rolling basis.

Studies show that women, people of color, and individuals from other underrepresented communities are less likely to apply for jobs unless they meet 100% of the criteria. We know that the best candidates may not always meet every requirement, and we strongly encourage you to apply if you're excited about this role, the mission of the organization, and believe you bring relevant experience or perspective.

The New York Pops is an Equal Opportunity Employer. The New York Pops actively strives to achieve greater diversity amongst our Board of Directors, staff, and orchestra. We are committed to an inclusive workspace, and we strongly encourage applications from BIPOC, AAPI, LGBTQ+ who are excited about contributing to our mission.

ABOUT THE NEW YORK POPS:

The New York Pops is the largest independent pops orchestra in the United States and the only professional symphonic orchestra in New York City specializing in popular music. Under the dynamic leadership of Music Director and Conductor Steven Reineke, The New York Pops continues to re-imagine orchestral pops music. The orchestra performs annually at Carnegie Hall and is among the venue's most

presented ensembles. Through its PopsEd music education programs, The New York Pops fulfills its dedication to lifelong learning by collaborating with public schools, community organizations, and senior centers throughout the five boroughs of New York City. PopsEd allows thousands of New Yorkers of all ages and backgrounds to participate in fully customizable music programs that blend traditional education with pure fun.