

# Producer, Opera In Concert

## Job Description

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**TITLE:** Producer, Opera in Concert

**REPORT TO:** Director of Operations

### OVERVIEW:

Auckland Philharmonia is a full-time professional orchestra serving the country's largest and most vibrant city with a comprehensive programme of concerts and education and outreach activities. More than 250,000 people hear the orchestra live each year, with many thousands more reached through special events, recordings and other media.

In 2025 Auckland Philharmonia will present *La traviata* as our annual Pub Charity Opera in Concert (OiC). This major operatic work requires detailed input and oversight from the early planning stages to final concert delivery. We are looking for a detail-oriented and technically-minded producer to support the Music and Stage Directors to create this performance.

### PURPOSE OF POSITION

This is a fixed term position and has been created to facilitate, planning, preparation, and delivery of the 2025 Pub Charity Opera in Concert – *La traviata* – in line with direction from the wider Auckland Philharmonia team. You will work initially as a producer holding regular meetings with Directors, creative teams and Artists, agree production timelines, and organise and manage technical, stage management and workshop functions. Closer to the event you will work take on additional duties as a stage manager and ensure smooth delivery of the final concert.

Te Rāngai Puoro Tuatini o Tāmaki Makaurau, Auckland Philharmonia recognises the uniqueness of Tāmaki Makaurau founded on te Tiriti o Waitangi and shaped over generations by mana whenua and mātāwaka. This role, as with all roles in the Auckland Philharmonia, is expected to be cognisant of the unique space that we operate in and seek opportunities to engage with diverse communities across Tāmaki Makaurau and the wider motu.

### KEY RESPONSIBILITIES

- Organise and manage technical and stage management functions
- Holding meetings with Stage Director and Music Director for planning purposes
- Create and set up rehearsal schedules
- Manage furniture and props
- Arrange costume and wig fittings (if needed)
- Liaise with all departments and collate information during planning and production
- Supervise the 'get in' and 'get out' of various venues/rehearsal spaces
- Create a prompt script compiled with notes on singers' cues and requirements for props, lighting and sound

- Make alterations to the set and props between scene changes
- Cue the lighting
- Manage the backstage and onstage area during performances
- Call singers and chorus for rehearsals and performances
- Support the Auckland Philharmonia Director of Operations with administrative tasks as required for the delivery of the Opera in Concert.
- Other duties as required.

#### **KEY SKILLS AND EXPERTISE**

- Project management and administrative experience with strong organisational skills
- Experience with live music performance
- Event management skills
- Customer service focus and being able to relate well to a diverse range of people
- Familiarity with operatic music
- Familiarity with the operations of performance halls and venues
- Technical understanding of venue lighting, and sound requirements
- The ability to read and understand orchestral music
- Excellent level of verbal and written communication skills
- Sound computer skills
- Initiative and an ability to think creatively
- Positive, outgoing approach
- Ability to work flexible hours
- Ability to work independently and as part of a team

#### **REMUNERATION**

This is a fixed term contractor position. You will be expected to deliver all aspects of this role within the fixed fee offered. The fee for this position is \$4,500.

#### **DETAILS**

**Opera:** *La traviata* by Giuseppe Verdi

**Production Date:** July 5

**Rehearsal Period:** June 25 to July 3

**Contract term:** part-time contract from April to July (start date flexible).

**Number of hours:** approx 100 to 120 hours for the duration of the contract, approx 70 hrs of which is focused between June 23 and July 5