

## Tafelmusik Baroque Orchestra and Chamber Choir

*announces an opening for the position of*

### **PRODUCTION AND TOURING MANAGER (FULL-TIME)**

Tafelmusik Baroque Orchestra and Chamber Choir seeks an experienced Production and Touring Manager to provide senior production leadership for the organization. Areas of responsibility include concert/production management of Toronto season activities (rehearsals, concerts, recordings, outreach/education and Tafelmusik Baroque Summer Institute); care of the orchestra on national and international tours; and organization and management of production logistics, budgets and other administrative details related to home and touring season engagements.

Reporting to the Director of Artistic Administration and Operations, the Production and Touring Manager will work closely with the Music Director, Managing Director, Assistant to the Music Director, presenters, venues and their staff on all artistic and production/technical requirements for Tafelmusik's 80-performance Toronto season, national and international tours and the Baroque Summer Institute, including staging, lighting, sound and instrument/equipment transfers. He/she will service the travel, logistical and onsite needs of the musicians and guest artists, and will create and manage expense budgets and financial settlements. He/she must be highly organized and communicate effectively with members of the orchestra and chamber choir, stage managing their activities in Toronto and on tour; attending to all production logistics and ensuring a safe working environment; and preparing all necessary production/technical/budgetary documentation and artist communications with efficiency, accuracy and attention to detail. In addition to supervision of part-time Toronto concert and technical staff, s/he will provide administrative support to the Operations Department as required.

This position involves evening and weekend work. It is expected that the Production and Touring Manager will travel nationally and internationally with the orchestra and tour staff team for approximately eight weeks each season.

#### ***Qualifications:***

The successful candidate will be a highly organized, professional and caring team player, having:

- In-depth and proven track record in stage/concert management and performing arts tour management
- Strong production experience with willingness/ability to move large instruments, staging, chairs and stands
- Sound budgeting and account tracking experience
- High professional standards and values, with attention to accuracy and detail
- Excellent and caring people skills with the ability to build relationships locally, nationally and internationally
- Strong verbal and written skills
- Excellent computer skills with a thorough knowledge of word processing, spreadsheet and web-based applications
- A strong knowledge of and passion for music
- A related post-secondary degree or diploma
- A minimum of 3-5 years' experience in a performing arts organization (preferably music)

#### ***Remuneration:***

Competitive salary based on experience.

*Canada's internationally-acclaimed Tafelmusik Baroque Orchestra, led by Music Director Jeanne Lamon and founded in 1979, is one of the world's leading period performance ensembles. All members of the Orchestra are specialists in historical performance practice, and their collaboration results in a delightful transparency, vitality and richness of sound. Tafelmusik is the Baroque Orchestra-in-Residence at the Faculty of Music, University of Toronto. The Tafelmusik Chamber Choir, specializing in baroque performance practice and vocal technique, was formed in 1981 to complement the Orchestra. Tafelmusik performs over 50 concerts a year at home in Toronto, tours extensively around the world, has released over 75 CDs and has received nine JUNO Awards.*

Interested parties should submit a letter of application and current CV, **not later than June 1, 2010**, to:

Beth Anderson  
Director of Artistic Administration and Operations  
Tafelmusik Baroque Orchestra and Chamber Choir  
427 Bloor Street West, Box 14  
Toronto, ON M5S 1X7  
Fax 416 964-2782 / [banderson@tafelmusik.org](mailto:banderson@tafelmusik.org) / [www.tafelmusik.org](http://www.tafelmusik.org)

We thank all candidates for their applications; however, only those selected for interviews will be contacted.