Production Operations Coordinator

Are you passionate about creating great musical experiences for young artists? Do you enjoy puzzling out production logistics so that wonderful music can be made and participating artists can truly shine and thrive?

We are looking for a tenacious and thorough Production Coordinator to arrange and oversee From the Top's season of recording sessions, and schedule our educational events for young musicians.

About Us
From the Top celebrates and empowers talented young musicians ages 8-18. We are best known for our radio show featured on nearly 200 stations on National Public Radio.

Our musicians come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger.

About the Job
The Coordinator is the essential liaison between the FTT creative team involved in recordings and educational work, studio managers and engineers, and young musicians (called "fellows") and their parents. This role is the center point of communication regarding our on-line and in-person activities with young musicians. It provides operational support for the recordings, organizes weekly Production meetings, processes invoices and performs other clerical follow-up tasks related to the work.

We are a fully remote team and have staff who live from the east to west coasts. Our "office hours" are 9:30am – 5:30pm ET and much of our business needs to take place in that timeframe. However, recording sessions are occasionally scheduled on evenings and weekends, so this role's schedule has some flexibility (in consultation and coordination with your supervisor).

What You'll Do
Reporting to From the Top's Director of Content and Production and collaborating with From the Top's production and education teams, the work involves managing two areas:

Production

- Schedule remote recording sessions
    - Determine recording locations and work through all advancing and wrap-up logistics
    - Manage communications with all fellows and parents/chaperones

- Remotely attend and provide operational support for all remote recording sessions
- Maintain cloud-based server storage (Egnyte, Dropbox, etc.)
- Update FTT Databases with session details as booked
- Schedule and maintain weekly production check-in & tour program meetings

Education

- Schedule all Learning & Media Lab Fellowship sessions for all season fellows
- Coordinate with community and creative partners to arrange sessions with our fellows

You:

- Have experience scheduling and organizing productions or events
- Are a confident communicator through written words, by phone, and through video conference
- Have the ability to make clear the logistical requirements of a project to a variety of stakeholders
- Have strong organizational skills, with the ability to meet deadlines and prioritize
- Are confident taking the lead to be the organizational engine of a team, keeping the team ahead of the curve, making sure details are communicated and projects happen
- Have a strong understanding of the importance of "follow-up" and of strategies in communicating with a disparate and busy group of people
- Are experienced with Zoom and/or willing to learn
- Have some background in classical music and its recording requirements
- Have some background working with young people
- Can work some nights/weekends as needed

Pay and Benefits

This is a 40 hr/week exempt position and qualifies for benefits. The salary range is $48,000 - $52,000 annually.

Sound like you?

We'd love to hear from you! Send an email that explains why you're interested in the position along with your resume, to jobs@fromthetop.org.