

STEVE HACKMAN PRODUCTIONS: PRODUCTION COORDINATOR/TOUR MANAGER

POSITION DESCRIPTION:

Steve Hackman Productions is seeking a highly organized, focused and efficient Production Coordinator/Tour Manager. This individual will be the go-to information hub for everything related to Steve Hackman's productions, liaising with presenters and advancing all technical and personnel aspects of the production, communicating all performance information to the talent, booking travel and making itineraries for talent, and liaising directly with Steve Hackman and management.

This person will also act as Tour Manager, traveling with the talent to performances, ensuring all elements of the production are in place and running smoothly, selling merchandise after the show, taking care that talent has everything they need to deliver the highest quality performance, and being generally on hand for anything and everything that comes up in relation to the production and talent.

This is a crucial and exciting role within a company that is growing quickly, offering experience across many touch points of the music industry. You will be communicating and working with everyone: producers, management, agency, talent, vendors, and presenters. **As such, the organizational, communication and execution requirements for this position are highly rigorous and demanding.**

TIME COMMITMENT AND LOCATION:

This is a full-time position paid as an independent contractor; **50% remote / 30% travel / 20% on location in Los Angeles**. Residency in the Los Angeles metro area is highly preferred.

There are on average 2-3 touring productions per month, as well as quarterly self-presentations in Los Angeles.

COMPENSATION:

Salary range is between \$5000 to \$6000 monthly, depending on experience.

RESPONSIBILITIES:

PRODUCTION COORDINATOR - PRESENTER:

- Create and maintain production riders (including stage plots, input lists, hospitality riders, merchandise lists and other documents) up-to-date
- Send riders to presenters
- Hold advance calls with presenters, communicating all production and personnel aspects
- Confirm backline lists, hospitality lists, and other elements in advance with presenters
- Approve ground transportation and hotel accommodations with presenters, or when necessary book ground transport and hotels
- Ensure that all departments and parties within the presenter's organization (artistic, operations, marketing, etc.) are coordinated and have the same information
- Communicate and coordinate with any media vendors (photography and video) and oversee receipt of media
- Send merchandise in advance to presenter
- Maintain a database of show history, with all relevant information and links

PRODUCTION COORDINATOR - TALENT::

- Maintain a database of talent personnel complete with links to essential information and assets [travel information and preferences, bios, social media handles, headshots, etc]
- Be the main point of contact for talent
- Book travel and communicate with talent for their preferred airports/airlines etc.
- Create itineraries/enter information in Master Tour
- Send all talent information to presenter [travel information, names/bios/headshots, etc.]

TOUR MANAGER:

- Once touring party is on site, be present with presenter's tech crew during stage setup to ensure the stage layout is as expected
- Ensure all backline elements are in place and ready for talent
- Confirm inputs with audio team (FOH and Monitors) and communicate vision for audio mix, as well as any preferences the individual talent have for their mixes
- Communicate lighting concept with lighting team
- Ensure all hospitality rider items are in place
- Ensure that archival audio and video are being captured by presenter
- Liaise with any photography and video vendors, then receive those assets
- Work with presenter's merchandise team and handle sales of merchandise
- Ensure any lobby branding elements are set up correctly
- Handle and meal orders or reservations needed by talent

THE IDEAL CANDIDATE:

- Has 5+ years of experience in tour management, production management or personnel management
- Is highly knowledgeable in all areas of music event production: live sound, recorded sound, lights, video, hospitality, front and back of house, etc.
- Wants to be the go-to person for all logistical questions and is the kind of person that people enjoy turning to
- Is a problem-solver and takes initiative to do so
- Is an excellent communicator and understands the nuances of communicating with artists vs vendors vs clients
- Thrives behind the computer with logistics: booking flights, making itineraries, sending emails, making orders, creating budgets and outlining plans
- Thrives in-person with artists in a high-pressure and exciting environment: wrangling personnel, overseeing production builds, running errands, printing music, making food orders, shuttling artists, ensuring that the production is on schedule
- Is above all incredibly capable and dependable; is someone who accomplishes intricate and involved tasks proficiently and on-time
- Understands acutely the environment of a production run- from initial planning to rehearsals to show day- and has an innate feel for what is needed at all times from artists, presenters and vendors
- Is obsessively organized and thrives dealing with numbers and data

APPLICATION:

Interested applicants should submit the following via email to admin@stevehackman.com with 'PRODUCTION COORDINATOR/TOUR MANAGER APPLICATION - YOUR NAME' in the subject line:

- Cover letter outlining your interest and qualifications for this **specific** position and company (applications without a specific cover letter will not be considered)
- Current resume
- Any examples of work or experience [productions or teams you have worked on, etc.]

ABOUT STEVE HACKMAN PRODUCTIONS:

Steve Hackman is a multi-talented composer, conductor, and producer who is pioneering a new genre of music by elegantly and virtuosically combining classical with popular. His FUSE orchestra productions (such as *Brahms X Radiohead* and *Tchaikovsky X Drake*) have garnered widespread acclaim in the classical music world, captivating audiences and consistently achieving high attendance rates, at a time when orchestras are experiencing declining ticket sales across the board. His underground original music productions, known as THE BRINK, are gaining momentum as a must-see phenomenon in Los Angeles, attracting influential figures from the entertainment industry and generating anticipation for a global impact. Finally, his collaborative work with artists ranging from Kanye West to Doja Cat and Charlie Puth, both in the live space and at marquee events like the Emmy and Academy Awards, is adding to that narrative of SH as an exciting and compelling new voice in the musical landscape.