



Christopher Mattaliano  
General Director

## JOB DESCRIPTION

**Position: Production Coordinator**

**Status:** Full-Time / Regular / Non-Exempt

**Reports To:** Director of Production - primary  
Director of Artistic Operations - secondary

**Supervises:** None

**Liaises With: Accounting**

Controller, Disbursements Specialist

**Artistic Operations**

Music Librarian & Administrative Assistant, Opera a la Cart Manager, POGO Tour Manager, Chorus Secretary, Orchestra Manager

**Production**

Technical Director, Costume Director, Properties Supervisor, Production Carpenter, Broadway Technical Supervisor, Theater Crew Coordinator, Wig & Makeup Assistant Supervisor, Runner

**Normal Hours:** 8:30 am - 5:00 pm Monday through Friday (37.5 work week)  
May require occasional overtime, particularly during production season

**Effective Date:** July 25, 2018

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### POSITION SUMMARY

The Production Coordinator provides bookkeeping, recordkeeping, and database management services to the Production management workgroup, including the Director of Production, Technical Director, Costume Director and shop managers, as well as the Director of Artistic Operations. This position also provides administrative/bookkeeping support for the Director of Production's budgeting and forecasting activities.

The Production Coordinator works with the Accounting Department throughout the monthly billing cycle and during closing, generating check requests for vendor invoices and artist contracts, and providing summarized payroll data for non-regular Production and Artistic Operations employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Expense Preparation, Tracking and Reporting**

- Process all Production and Artistic Operations accounts payable and receivable transactions, generate check requests as needed, and maintain related files
- Oversee processing of all production-related payrolls, including IATSE Local 28, AGMA and AFM, production management and artistic operations
- Ensure accuracy and timeliness of payroll data and coordinate all payment schedules and

withholding information for Accounting Department

- Generate and manage all Union benefit payments and reporting
- Process individual dues withholdings and PTO / Paid Sick Leave requests for Union and non-regular Production and Artistic Operations staff
- Generate reports for unemployment requests
- Track all expenses for Production and Artistic Operations departments, and reconcile with Portland Opera accounting reports at least once per month
- Process and track engagement contracts for principal artists, stage and artistic staff, chorus, dancers, performers, and orchestra members
- Process and track rental contracts for incoming and outgoing rentals of scenery, props, and costumes. Reconcile expenses post-rental period.
- Provide cost detail and summary reports to the Director of Production and Director of Artistic Operations as requested

### **Database Management**

- Maintain the Artist Database, and work with Technologies Manager or other Filemaker Pro developer to modify database application as necessary
- Manage the Filemaker Pro payroll application and related database tools for stagehand, chorus, orchestra, and shop payrolls
- Create and modify reports as requested by the Director of Production, Director of Artistic Operations and production management team
- Update and maintain the Production/Artistic Operations expense database
- Special projects as needed, including:
  - Create databases and reports using Filemaker as requested by department managers
  - Work with the Director of Production, Director of Artistic Operations and others to develop an integrated budgeting and cost tracking system

### **Administrative and Coordination**

- Act as coordinator for Production department activities
- Assist Director of Production with research for future rental productions
- Prepare correspondence for Director of Production as directed
- Work with Technical Director to coordinate all scenery and costume transportation arrangements for incoming and outgoing Portland Opera rentals
- Assist with travel and housing arrangements for Production and Artistic Operations staff travel, as well as guest artist travel and housing as requested.
- Prepare invoices for outgoing production-related rentals and maintain related files
- Track outgoing production rental expenses and prepare refund check requests when necessary
- Maintain general departmental filing systems
- Request certificates of insurance for coverage of productions rented by/from Portland Opera
- Inform Controller when rentals can be removed from theatrical properties list
- Other related duties in support of production and artistic operation teams as directed by

the Director of Production or Director of Artistic Operations

- Receive and process Production and Artistic Operations related Safety Incident reports  
(*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

### **OTHER DUTIES**

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **SKILLS/EDUCATION/EXPERIENCE**

### **REQUIRED / ESSENTIAL**

- Working knowledge and understanding of basic bookkeeping principles and methods
- Experience working with union payrolls and work rules
- Accounts payable or related experience, including detailed account coding
- Strong database management skills (Filemaker Pro preferred)
- Intermediate or greater proficiency with Microsoft Excel and Word
- Extremely organized, accurate, task-oriented, and able to manage multiple projects and changing priorities typical of a production environment

### **HIGHLY DESIRABLE**

- Familiarity with computer network environments and Macintosh operating system
- Ability to communicate effectively verbally and in writing with a wide range of individuals both inside and outside the organization
- Experience working in a fast-paced project-oriented work environment

## **JOB CONDITIONS**

The Production Coordinator works with primarily numeric data to create, review, summarize and record documents and reports both electronically or on paper, and distributed by paper or computer file, via e-mail or over the phone. Roughly 90% of the workday is spent either on the phone or working at a computer workstation. Office work is performed in a private office with direct natural light as well overhead fluorescent and other task lighting.

The nature of the Production Coordinator's work may occasionally require longer than typical workdays and occasional overtime, particularly during Opera production season when payroll and accounting tasks are heaviest.

### **EQUIPMENT USED**

The Production Coordinator's desk, computer, and seating are not shared and can be adjusted as ergonomically necessary. Equipment and tools typically found in an office environment are used.

### **PHYSICAL DEMANDS**

Most duties are performed in a seated position at a computer or seated position at the computer workstation. Data entry requires concentrated use of computer keyboard and mouse. Phone work is intermittent and usually not for prolonged periods of the workday. Lifting tasks are occasional and limited to 25 pounds or less without assistance. The computer

workstation, desk and other equipment are not shared and can be adjusted to make them more ergonomically comfortable for the Production Coordinator.

## **ABOUT PORTLAND OPERA**

### **OUR MISSION**

Our mission is to inspire, challenge and uplift our audiences by creating productions of high artistic quality that celebrate the beauty and breadth of opera.

### **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

At Portland Opera, we are committed to diversity and inclusion in the workplace and we are an equal opportunity employer. POA will not discriminate against any employee or applicant for employment based on race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability, protected veteran status, or other characteristics protected by law. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We invite you to join us on our journey.

Portland Opera is a tax-exempt 501(c)(3) organization and an Equal Opportunity Employer.