

Chamber Music Festival of Saugatuck Production Coordinator Description

The CMFS Production Coordinator serves as supervisor for the Joan Conway Young Artists Program Interns and assists in the implementation of our fine evening concert series. The mission of the Production Coordinator is to create the most comfortable and hospitable environment for our patrons, allowing our musicians to create “Art for the Ears”.



“The mission of the Chamber Music Festival of Saugatuck is dedicated to perpetuating chamber music – keeping it vibrant and alive. We present concerts in an atmosphere that encourages a sense of belonging and works to involve the audience as an active part of the experience. We provide an opportunity for musicians to share their enthusiasm for their instruments and music as they present the challenge of the new and the comfort of the familiar.”

The responsibilities of the CMFS Production Coordinator include and are not limited to the following areas:

House Management & Service
Hospitality
Patron Relations
Intern Supervision
Concert Supplier
SWC Liaison & Board
Emergency Procedures

Generally, the responsibilities align with the following guiding principles:

- Engage with patrons in a friendly manner
- Reflect a commitment to the Chamber Music Festival of Saugatuck’s mission & values
- Equip the JCYAP Interns with the tools to succeed
- Be **prepared** for anything!

Should you have any questions regarding the Production Coordinator position, please contact our Board President.

Chamber Music Festival of Saugatuck
P.O Box 1073, Saugatuck, MI 49453
(269)857-1424
saugatuckmusic@gmail.com

House Management & Service

The Production Coordinator ensures that the SWC is taken care of by the Interns to best serve the performers, patrons, and lease owners.

- Air conditioning will be set by the Saugatuck Woman's Club. For our concerts, we will pay for the A/C to be turned down to 70 degrees beginning Thursday midday. When our concerts are done on Fridays, the A/C should be returned to the temperature set by the SWC.
- Stage lights are controlled on SR by pushing the buttons, moving the switches up/down, and twisting the dials. All other lights must be turned off before leaving (lobby, bathrooms, etc.)
- Sound equipment key is stored in the freezer ice tray
- Chairs must be properly set up, taken down, and stored according to the rules set by the SWC. **See Fire Code chart** for information on spacing measurements and chair numbers.
- Empty and dispose of all trash & recyclables in the main trash bin located in the kitchen
 - trash & recyclables must be put in the outdoor container every Friday evening
- Wash all table tops and counter spaces, preparing the kitchen for the next event
- Replace all restroom supplies (i.e paper towel, toilet paper) as necessary using the supplies in the storage closet off the kitchen

Hospitality

Creating a warm and inviting space is essential for our patrons who are seeking to listen to and learn about music.

- Greet patrons at the door with a smile
 - Monitor doors on days with excessive heat to retain A/C
- Distribute and collect name tags from board members
- Assist Interns with wine reception set up. All wine must be un-corked by intermission.
 - Interns must be at least 18 years of age to serve wine to patrons
- **Intermission (Approximately 15 minutes)**
- Greet and assist reception volunteers with placing food on tables, refilling pitchers, and moving chairs aside for patrons

Patron Relations

All concert guests should have a positive experience with CMFS personnel.

- Answer questions regarding seating, tickets, programming, and/or reception setup
- Address any problems with noise in the performance hall or lobby
- Enforce etiquette procedures when patrons exit the performance hall
- Be prepared for Emergency procedures!

****Note:** It is most effective for the Production Coordinator to attend every concert of the season to create consistency with policies, communication, and expectations.

Intern Supervision

The JCYAP Interns will gain experience as hosts and servers while having access to exceptional music and networking opportunities.

- Both Interns will report directly to the Production Coordinator or their designate
- They will complete their assigned duties depending on their role at the concert. This should be rotated so that each person has three weeks on Stage Management and three weeks preparing the Intermission. (**See Concert Protocol**)
- Purchase CMFS t-shirts from the T-Shirt Shoppe on Butler St. (Treasurer will send check)
- Coordinate submission of hours worked at the end of the season
 - Both interns should clock 10 hours/week with add'l hours added for initial shell & chair transfer, emergency supplies, season kick-off, and other assigned duties
 - Normal hours of operation = 6:00pm-11:00pm

Concert Supplier

All Intermission and Reception materials should be purchased before each concert.

- **See Appendix** for complete list of items to purchase
- Complete post-season inventory prior to item storage
- Retrieve tax-exempt code from Treasurer for Walmart or make purchases at Gordon Food Service. Collect & send receipts to Treasurer for reimbursement or verification (via card).
- Make appropriate number of music copies for musicians if requested by Artistic Directors

SWC & CMFS Board Liaison

Serve as a key communicator between lease owners and other board members.

- Contact storage management about shell/chair access before and after season
 - Usually organized on the the first/last Wednesday/Thursday of the lease
- Prepare season survey for distribution at the assigned concerts established by the Board
 - Use home copy machine or place order at Staples Copy & Print Center
- Communicate with SWC liaison about any issues that need to be addressed with regard to building issues, improper clean-up, or storage room access

Emergency Procedures

Be prepared to care for patrons who have disabilities and/or present health concerns!

- Know the location of the First Aid kit (usually on top of refrigerator)
- Be aware of circuit breaker in the the basement
- Call 911 in an emergency situation (i.e health concern)

Saugatuck Woman's Club

303 Butler St. Saugatuck, MI 49453

Supply List

Concerts	
Water Bottles	
Intermission	
Chocolate-covered Mints	Dry-roasted Peanuts
Oreo Cookies	Chips Ahoy Cookies
Coffee Creamer	Sugar
Sweetener	Stirrers
General Supplies	
Plates	Toothpicks
White Beverage Napkins	Black Napkins
Clear Water Cups	Coffee Cups
Paper Towels	Toilet Paper
Reception & Clean-up	
Large Garbage bags	Small Garbage bags
Snack bags (sandwich/quart)	Plastic wrap
Recycling Bags (yellow)	Black Table Cloths

Inventory & Purchases

Trays	3 small, 2 large, 2 XL
Pitchers	8
Pens/Pencils	
Corkscrew	
Baskets	2