



## **Production Manager**

Caroga Arts Collective FY26

**Start Date:** April 1, 2026

\*Start/end dates may be flexible

### **ABOUT CAROGA ARTS COLLECTIVE**

Caroga Arts Collective presents over fifty performances and community events featuring world-class artists from various styles of arts and entertainment in the Southern Adirondacks throughout the year. A 501(c)(3) not-for-profit, Caroga Arts presents the Caroga Lake Music Festival, the String Project & Arts Collaborative Education (SPACE) Program, Artist Residencies, and other various community events throughout the year. Caroga Arts seeks to bring together a community of artists to collaborate across fields and genres on interdisciplinary projects. Caroga Arts focuses on revitalizing local culture, business, and life by providing unique experiences through collaborative performances, community outreaches, exhibits, and adult/youth education.

### **ABOUT THE POSITION**

The Production Manager will serve as the primary technical liaison for Caroga Arts and will ensure the highest quality video/audio recording capture and live sound/lighting experience across all Caroga Arts presented events. This position requires strong technical knowledge of audio/visual equipment and the ability to coordinate production logistics for world-class performances in the serene, beautiful area of the Southern Adirondacks. The Production Manager will report to the Director of Artistic Operations and work in coordination with the Artistic and Operations team, staff, volunteers, artists, and external vendors.

Successful candidates should possess excellent organizational and people skills, strong technical knowledge, and the ability to communicate effectively with both artists and technical vendors.

### **RESPONSIBILITIES**

#### **Production Coordination & Vendor Management**

- Serve as primary liaison between Caroga Arts, third-party sound/AV/lighting companies and guest artist representatives
- Review artist technical riders and coordinate equipment needs with external vendors
- Communicate production schedules, setup requirements, and technical specifications to sound companies and vendors

- Oversee third-party setup, soundcheck, and technical execution to ensure productions run smoothly and on schedule
- Troubleshoot technical issues in coordination with vendors during performances

### **Equipment & Logistics Management**

- Maintain inventory of Caroga Arts-owned equipment and assess condition
- Coordinate equipment transportation and logistics for performances at multiple venues
- Arrange backline and instrumental rentals as required by artist tech riders
- Ensure equipment storage is organized and efficient
- Stay current on relevant state-of-the-art technology and equipment

### **Small Event Production**

- Run basic sound and light setup for smaller shows and events as needed
- Coordinate audio and video capture for all live performances & events, and recording projects

### **Team Supervision & Support**

- Provide guidance to interns assisting with audio/lighting equipment setup, video/audio capture, and event logistics
- Coordinate with staff on production budgets and schedules for review by Executive & Artistic Director

### **Administrative Support**

- Maintain production documentation and vendor contact information
- Assist with technical aspects of registration platforms and website as needed
- Perform miscellaneous job-related duties as assigned

### **Content Creation & Post-Production**

- Edit audio and video recordings for publication on social media platforms (YouTube, Instagram, Facebook)
- Collaborate with staff on promotional videos for artistic, development, and marketing purposes
- Maintain organized archive of edited content and raw footage

### **QUALIFICATIONS**

- 3-5 years working experience in audio and video production, live event production, or equivalent experience
- Strong working knowledge of PA equipment, microphones, digital audio interfaces, DSLR cameras, video cameras, projectors, and associated cabling
- Experience with sound reinforcement systems and basic mixing
- Familiarity with Avid Pro Tools, Logic Pro X, or other alternative DAWs preferred
- Familiarity with Adobe Creative Suite (Photoshop, Premiere Pro, After Effects) preferred
- Ability to troubleshoot A/V connection problems and coordinate hardware/software solutions

- Excellent communication and interpersonal skills for working with artists and vendors
- Strong organizational skills and attention to detail
- Proficient computer skills, including Google Suite
- Motivated, self-directed, and able to work independently
- Driver's license and access to own vehicle required
- Physical ability to move equipment up to 60 pounds

#### **WORK SCHEDULE**

- Onsite presence required during Caroga Lake Music Festival (May-September)
- Remote/as-needed work for other programs (including SPACE, Artist Residencies etc.) throughout the year
- Flexible schedule including evenings and weekends during festival season

#### **PERKS/COMPENSATION**

This position is paid full-time seasonal (May-September) at \$25/hr for up to 40/hrs a week May-September, and \$25/hr for up to 20/hrs a week from October-April (including “off-season concerts.)

Caroga Arts Collective is an equal opportunity employer.

#### **HOW TO APPLY**

If you are interested in applying, please submit a cover letter, resume and portfolio/sample of relevant work (if available) to [info@carogaarts.org](mailto:info@carogaarts.org) by March 1, 2026. Applications will be reviewed on a rolling basis until the position is filled.