

**Title:** Assistant Property Manager (APM)  
**Status:** Full-time  
**Reports to:** Master Property Manager & Director of Operations  
**Compensation:** Estimated range of \$55,000 - \$65,000 / year, Non-Exempt, plus benefits. Total compensation related to number of Buffalo Philharmonic Orchestra and Kleinhans Music Hall work calls performed per year.

**Primary Responsibilities:**

The Assistant Property Manager (APM) works directly with the Master Property Manager, BPO Operations team, and Kleinhans Music Hall management advancing and executing production needs for all rehearsals/concerts of the BPO and Kleinhans Music Hall. This includes but is not limited to:

- Discuss all set ups, establishing with the Master Property Manager (MPM) stage plots for each show for BPO and KMH.
- Set/strike chairs, music stands, choral risers, sound shields, percussion equipment, or any other instrument or instrument supporting gear.
- Support MPM. Help to ensure that proper audio and lighting are in place for each show.
- Assist in managing load ins/outs for all BPO run out and tour concerts, including but not limited to:
  - Scheduling truck needs.
  - Participates in site visits for venues outside of Kleinhans Music Hall when needed
  - Anticipates and resolves issues in advance of the performer's arrival at a facility.
- Oversight and coordination of regular maintenance for all BPO equipment including:
  - Music stands
  - Stand lights
  - Chairs
  - Instrument trunks
- Assists MPM in keeping backstage spaces organized and tidy.
- Set up and/or fill in for the MPM when needed.

**Administrative Responsibilities:**

The APM will be the main support person for the MPM. This position is key in helping the BPO Operation team execute organized, efficient, and safe performances. Tasks will include but are not limited to:

- Develop strong, regular communication with the MPM.
- Support the MPM in the preparation and execution of all BPO & KMH presentations.
- Work with the MPM to help generate stagehand budgets.
- Work with other production departments to ensure an efficient working environment.
- Attend BPO production meetings on a monthly basis to review the orchestra calendar with the team.