

Title: Master Property Manager (MPM)
Status: Full-time
Reports to: BPO Director of Operations & Kleinhans Music Hall Management

Compensation: Estimated range of \$60,000 - \$70,000 / 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 Master Property Manager (MPM) works directly with the BPO Operations team and Kleinhans Music Hall Management in advancing and executing production needs for all rehearsals/concerts of the BPO and KMH. This includes but is not limited to:

- Works with the BPO Operations Director to determine the needed crew size for each concert and help to create a corresponding budget for each of these concerts.
- Supervision and coordination of all additional labor needed, including local house crews and teamsters. This supervision and coordination will be done under the direction and supervision of the BPO Operations Director.
- Execute stage plots given by the BPO Operations team, discuss any challenges or adjustments needed.
- Set/strike chairs, music stands, choral risers, sound shields, percussion equipment, or any other instrument or instrument supporting gear in Kleinhans Main Hall, Mary Seaton Room, or Livingston Hall for BPO and KMH rehearsals and concerts.
- Delegate orchestra set up instruction to extra hands when needed.
- Ensure that both the audio and lighting positions have all needed information for each BPO performance.
- Work with the lighting technician to ensure that sufficient lighting, including stand lights, is in working order. Work with the audio engineer to make sure that audio is properly covered for each BPO performance.
- Maintains organized and efficient use of backstage and backstage storage spaces.
- Manage all load ins/outs for all BPO run out and tour concerts, including but not limited to:
 - Working with BPO Director of Operations on 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 and keeping annual inventory for all BPO equipment including:
 - Music stands
 - Stand lights
 - Chairs
 - Instrument trunks.
- Ensure that all crew are working safely and following necessary protocol.
- Work with other production departments to ensure an efficient working environment.

Administrative Responsibilities:

The MPM will be in regular and consistent communication with the BPO Operations team ensuring organized, efficient, and safe performances of the BPO will be done. Tasks include but are not limited to:

- Meet with the BPO Operations Director on a weekly basis to review and discuss current and upcoming shows of the BPO. Discuss production schedules given by Operations and adjust if needed.
- Attend BPO production meetings on a monthly basis to review the orchestra calendar with the team.
- Call out IATSE Local 10 crew to local Calling Steward when extra crew are needed.
- Hire and ensure that all proper paperwork has been collected for any additional crew members.
- Generate payroll on a bi-weekly basis and submit to the BPO Operations Director in a timely manner.
- Work with the BPO Operations Director to generate stagehand budgets for the BPO, review of these on a regular basis for forecasting purposes.
- Ensure that all crew comply with any needed training for HR purposes (i.e., anti-harassment training).