



PITTSBURGH SYMPHONY ORCHESTRA

Job Description

Title: Senior Manager of Video Production

Department: Orchestra Operations

Reports to: Vice President of Orchestra Operations

Status: Exempt, Full-Time

Job Purpose

The Senior Manager of Video Production works collaboratively with all departments within the organization, particularly Artistic Planning, Marketing, and Orchestra Operations to ensure content is produced, captured, streamed and/or broadcast both successfully and efficiently while supporting organizational and artistic priorities. This position is responsible for ensuring that all digital media products reflect the highest artistic quality while meeting critical strategic goals and delivery deadlines. Digital media is focused on concert videos, podcasts, and videos for social media and other special projects.

Essential Duties and Responsibilities

- Primary producer of digital media projects, with an emphasis on video.
- Working collaboratively with the Vice President for Artistic Planning, Senior Vice President of Learning & Community Engagement, Vice President of Popular Programming, and Vice President of Marketing & Sales on the design and plan for all livestream and delayed release concert activity; as well as supportive content including concert enhancement videos and behind the scenes footage.
- Operate the livestream computer system including starting/ending the stream, quality control test, setting up RTMP keys, and live adjusting during stream.
- Under the guidance of the marketing department, plan, schedule, and produce bonus content to enhance digital concert offerings for the website and social media channels, including b-roll and interviews.
- Manage and coordinate all post-production processes, including review and approval of content throughout the editing process.
- Support digital production needs for rental clients through Hall Management.
- Coordinate with the development department on the creation of appropriate fundraising and donor content.
- Responsible for hiring oversight and training of IATSE crew on use of PTZ's.
- Ensure that creation and distribution of all digital content aligns with the prevailing AFM electronic media agreement.
- Create and monitor a budget for all digital activity.
- Responsible for research, purchase, maintenance, and storage of all audio/video equipment.
- Maintain accurate inventory of all PSO owned production equipment.
- Responsible for management, organization, and storage of all digital assets.
- Troubleshoot digital content technical issues as necessary.
- Attend specific department meetings as necessary.



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Essential Skills, Experience, and Qualifications

- Undergraduate degree in music, film production, or equivalent experience.
- At least five years' experience in the orchestral or performing arts industry.
- Familiarity with score reading or basic ability to read music.
- Understanding of how orchestra performances are planned and produced.
- Two to three years of experience of producing and/or directing digital products.
- Working knowledge of relevant technologies, software, and platforms.
- Proven record to plan both short-term and long-term digital projects that involve key stakeholders cross-departmentally.
- Excellent history of identifying and meeting critical deadlines that lead to timely delivery.
- Ability to navigate between Mac and PC.
- Strong written and verbal communication skills.

Preferred Qualifications

- Experience working with the NewTek TriCaster or similar video production technology.
- Familiarity with Panasonic AW-UE150 PTZ cameras.
- Experience working in Adobe Premier Pro or similar editing software.

Working Conditions

Includes both on and off location capture environments. Availability to work evening and weekend concerts/events. Ability to travel with the orchestra to various locations worldwide.

Please email a cover letter, résumé, and digital portfolio of your work to: kmikolay@pittsburghsymphony.org