

# SPIRITFUL VOICES™ **JOB DESCRIPTION**



**Spiritful Voices Community Choir, Inc.** • PO Box 720468 • Oklahoma City, OK 73172-0468 • 405-414-SING (7464)

**JOB TITLE:** Production Crew Member ("Roadie")

**REPORTS TO:** Logistics Manager

**COMPENSATION:** Volunteer position. No salary compensation provided.

**HOURS:** Part-time occasional during seasonal performances only (8-10 times during November-December, and 8-10 times during April-May).

## **BACKGROUND:**

Spiritful Voices Community Choir is a 50-voice adult mixed choir organized to share choral music with the community through a number of quality performances during biannual tours that include public venues, retirement communities, skilled-care facilities, nursing homes, and shopping malls in central Oklahoma. The choir is an independent, not-for-profit 501(c)(3) tax-exempt performing arts charitable organization formed in 1999 to promote the talents of non-auditioned, volunteer adult singers and instrumentalists of varied ages and diverse backgrounds. The choir is not affiliated with any church, religious organization, or political group. The choir's repertoire includes a broad range of light secular and sacred choral works--from pop to classical, jazz to Broadway show tunes, and folk songs to spirituals.

## **DUTIES AND RESPONSIBILITIES:**

The primary duty of a Production Crew Member is to follow established protocols and procedures to safely and securely set up ("fit up") and dismantle ("strike") all stage, sound, lighting, and production equipment, props, and apparatus required for performances. Duties include equipment unloading, moving, unpacking, assembling, rigging, and positioning approximately two hours prior to each performance; connecting/disconnecting various audio, lighting, video, and electrical cables used on stage; and equipment dismantling, packing, removing, and loading into equipment truck up to one hour after the conclusion of each performance. Other duties include providing assistance to the Logistics Manager, Stage Manager, and Stage Technicians as needed, monitoring equipment for damage, inventorying all equipment before and after each performance to prevent loss, and reporting to Logistics Manager any equipment that needs repair or replacement.

## **QUALIFICATIONS:**

The successful applicant will likely be a choir participant, a student intern, or the spouse, relative, or close friend of a choir participant, whose flexible schedule will permit him or her to work various days of the week during irregular, occasional hours. A Production Crew Member must be trustworthy, completely dependable, have a pleasant personality, be creative and motivated, work well under time pressures, enjoy working with other crew members and volunteer adult choir singers, exhibit a willingness to be responsible for the safety and well-being of expensive stage equipment and production apparatus, and have his or her own reliable transportation to arrive up to two hours prior to each performance and stay after each performance until all duties regarding equipment have been fulfilled. Applicant must possess overall excellent health (physical fitness) and have the strength and stamina to lift and move heavy cases and apparatus (ability to lift 50 lbs. unassisted).

## **APPLICATION:**

Interested applicants should contact Sam P. Vladovich, Executive Director, via email to: [svladovich@spiritfulvoices.org](mailto:svladovich@spiritfulvoices.org) for application.