

## **Virtual General Assembly Production Manager**

This is a 5-month contract position with the Unitarian Universalist Association. The term is February 15, - July 15, 2021.

### **Responsibilities of the Virtual GA Production Manager (VGAPM):**

The Virtual GA Production Manager is the ultimate authority and final decision-maker about front-end and logistical management of the virtual General Session Hall, including all performance obligations. The VGAPM directs and manages the "big picture" at GA, employing clear processes for production of general sessions, worship services, featured speakers and livestreamed programming.

The VGAPM plans and organizes rehearsal and production schedules; creates and maintains event timelines; and ensures that deadlines are honored. Must have experience with team and/or talent supervision.

The VGAPM assesses project and resource requirements; estimates and negotiates costs and timescales within the parameters of the budget provided; defines and executes best online event experience strategies to deliver added value to event attendees.

The VGAPM participates in online safety regulations and crises response meetings; works collaboratively between the IT staff group, production company, Board, worship leaders, musicians and featured speakers. This includes consulting with each group regularly and independently, as warranted, to understand their goals and needs and translate those into actionable deliverables.

The VGAPM will also work closely with the virtual GA Music Coordinator, ensuring that the VGAMC is aware of processes and support available to ensure the delivery of music services for the event.

### **Qualifications/expectations:**

- Proven ability to lead, create and coordinate inspiring and multi-faceted musical and worship-centered online productions.
- Proven ability to work effectively and collaboratively with people of varying experiences, backgrounds and professions, including musicians, choir, ministers and staff.
- Documented experience as professional, paid, production director for online productions.
- Strong organizational skills, able to enforce deadlines and supervise/manage paid and volunteer musicians and choir members.
- Excellent documentation, and communication skills, both written and verbal and through a variety of computer-based communication systems. Responsive and proactive communications, including email and availability for online meetings, with attendees in differing time zones.
- Willingness to implement work and engage in training conforming with UUA Anti-Racist, Anti-Oppressive, Multi-Cultural principles.

Candidates should submit a resume, video sample of prior work (if applicable), and references to: LaTonya Richardson, Director of General Assembly and Conference Services at [lrichardson@uaa.org](mailto:lrichardson@uaa.org).

**Application Period:** October 26 - November 30, 2020; **Interviews:** January 2021; **Start Date:** February 15, 2021

**Compensation:** \$15,000