



## POSITION: CONCERT PRODUCTION ASSOCIATE

**Reports to:** Finance and Operations Manager  
**Classification:** Part-time/Hourly, Seasonal, Non-Exempt  
**Start date:** October 2025  
**Contract Duration:** October 2025 – April 2026  
**Work Locations:** Miami, Coral Gables, Miami Beach, Ft. Lauderdale, Boca Raton, Naples  
**Compensation:** \$20/hour, 10-30 hours per week, Non-Consecutive Weeks

### POSITION SUMMARY

Seraphic Fire, South Florida's twice GRAMMY®-nominated professional vocal ensemble, is seeking reliable self-motivated individuals interested in concert production and logistics for one of Miami's top performing arts institutions. The Concert Production Associate is responsible for advancement operations, load-in, execution, and load-out of concert events for Seraphic Fire, a not-for-profit cultural arts organization based in Miami, Florida, with an annual operating budget of \$2.1 million.

### CONCERT PRODUCTION RESPONSIBILITIES

- Execute advancement operations for all concerts and special events. Advancement includes transportation of Seraphic Fire equipment, stage setup and teardown, and other duties as assigned. (vehicle provided for all concert transportation needs)
- Coordinate with venues and vendors to ensure all deliverables are received and executed within the schedule set by the Finance and Operations Manager.
- Maintain and protect Seraphic Fire equipment, instruments, and assets while on-site.

### ADDITIONAL RESPONSIBILITIES

- At concerts, assist with Will Call, Box Office, and Merchandise table as requested.
- Assist with returning rental equipment and instruments at the end of the concert run.
- Assist with the distribution of audience surveys.



## **QUALIFICATIONS**

- Valid Driver's License and auto insurance
- Exemplary verbal communication skills
- Excellent attention to detail
- Organized and able to independently manage workload
- Ability to work evenings and weekends
- Ability to lift and move heavy equipment

## **SCHEDULES**

A typical work schedule is from 4pm-10pm (12:30pm-6:30pm on Sundays), but schedules may vary depending on the logistics and needs of each concert week. Availability for all dates *not required*.

- October 9 – 12, 2025
- November 13 – 16, 2025
- December 6 – 16, 2025
- January 15 – 18, 2026
- February 19 – 22, 2026
- March 19 – 22, 2026
- April 9 – 12, 2026

## **APPLICATION INSTRUCTIONS**

To be considered for this position, please email the following to [jobs@seraphicfire.org](mailto:jobs@seraphicfire.org):

- A brief resume outlining your educational and professional experience.
- A detailed list of availability in conjunction with the following dates.

Deadline:      Applications will be reviewed until candidates have been selected

*Seraphic Fire is an equal-opportunity employer and maintains a high standard for compliance with all employment laws, rules, and regulations.*

*Seraphic Fire seeks, celebrates, and nurtures diversity among its employees and volunteers.*