



BALTIMORE ROCK OPERA SOCIETY

Production Information Technology (IT) Captain Responsibilities Outline

Department: Production and Operations Director

Title: Production Information Technology (IT) Captain

Term: One year, with the opportunity to reapply.

Time Commitment: 4-6 hours/week

Overview

The Production Information Technology (IT) Captain is responsible for BROS technology, systems, and infrastructure. They manage timelines and budgets for all production IT, and provide specific guidance for any production related IT requirements. The Production Information Technology Captain is a resource for BROS' creative teams, facilitating communications, collaboration, and protection of BROS digital intellectual property and private data. They collaborate with the Operations IT Captain to synchronize processes.

Specific Duties

- Manages and optimizes all production related information technology projects in collaboration with the Production and Operations Director
- Works with Production and Operations Director to develop and execute the production IT budget
- Updates production related Slack channels, including adding and removing members
- Coordinates with audio captain, videographer, and IT networking on site for productions
- Collaborates with the Operations IT Captain to improve systems and processes
- Maintains IT systems that are internal and external to BROS, including devices and infrastructure at BROS productions in accordance to the requirements of the staff.
- Coordinate with Operations IT Captain to maintain BROS G Suite implementation including Gmail, Google Groups, Drive, and Web Applications; Available as Tech Support when members need help/advice
- Attends required meetings with the Production and Operations Director and BROS staff as needed.
- Other duties as assigned



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Compensation

BROS is a volunteer-run organization, however Captains will be offered free Rock Operative-level membership and free admission to BROS events and productions throughout the year. When stipends are available, the Captain will be eligible for receiving a stipend commensurate with their level of duties and experience from that event's individual budget.