
Auburn University Job Description

Job Title: **Production Manager**

Job Family: No Family

Job Code: **AB16**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

Job Summary

Reporting to the Director of Production, the Production Manager will be responsible for executing all aspects of a specific area of stage operations, lighting operations, or audio operations and the coordination of technical elements throughout productions presented at the Jay & Susie Gogue Performance Arts Center (GPAC), a multi-use performing arts venue.

Essential Functions

1. Serves as the subject matter expert responsible for a specific area of stage operations, lighting operations, or audio operations. Oversees equipment, work areas, establishing a safe working environment.
2. Oversees operations in compliance with the Gogue Performing Arts Center's vision and mission for excellence including planning, development, set-up, testing, implementation, and maintenance of equipment for operations.
3. Provides support for all building operations and events while demonstrating excellent customer service to all patrons, artists, and clients. Advises during presenting and rental contract negotiations as to operational equipment. Reviews, interprets, and executes all technical requests of user groups and presents written estimates of cost of labor and materials for events to supervisor in a timely manner.
4. Creates and updates operational specifications for the facility. Manages inventory, storage, repair, and preventative maintenance of all tools and equipment. Updates software and hardware needs in keeping with ongoing current standards for performing arts events.
5. Monitors and implements industry best practices in operational area particular in relation to health and safety in all GPAC spaces. Provides regular updates to supervisor.
6. Trains and supervises students and part-time employees involved in operational area.
7. Performs other duties as assigned by supervisor.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Theatre, Performing Arts or appropriate to position.
Experience (yrs.)	2	Audio: Experience with loading in and out audio and video systems for professional touring live performances. Lighting: Experience loading in and out lighting systems for live performances. Stage Operations: Experience with loading in and out rigging for live performances including touring productions.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

A thorough knowledge of the methods, practices, techniques, tools, and equipment used in the operation of either stage operations, lighting operations, or audio operations.

Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner.

Exceptional communication and collaborative skills with demonstrated ability to lead a team.

Certification or Licensure Requirements

CPR certified or ability to acquire within 30 days of employment.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Auburn University Job Description

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 2/25/2019

