Auburn University Job Description

Job Title: Production Coord, Theatre
Job Code: EA86
FLSA status: Exempt

Job Summary
Facilitates communication and coordinates collaborative efforts among all parties involved in Auburn University theatre productions.

Essential Functions
1. Determines materials necessary for each production in consultation with technical design personnel and coordinates the purchase and delivery of said materials.
2. Monitors and manages the production budget as well as provides input to the department chair regarding annual budget development.
3. Creates and ensures adherence to annual production schedules in consultation with the department chair and Technical Director.
4. Coordinates, facilitates, and presides over all production meetings, both in person and via electronic means.
5. Addresses all production-related problems and devises and implements solutions.
6. Oversees the complete set assembly and disassembly processes for each production.
7. Coordinates and oversees the hiring process for guest artists performing in Auburn University theatre productions.
8. Serves as mentor to student stage managers.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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

#### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelors degree in discipline appropriate to position plus 2 years experience.</td>
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<td>II</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

**Level I**  Bachelors degree in discipline appropriate to position plus 2 years experience.

**Level II**  Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

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<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>Degree in Theatre Management or related field.</td>
<td>Experience in professional or educational theatrical production management.</td>
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**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:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

**Minimum Required Knowledge**

**Certification or Licensure Requirements:**

Valid Driver's License.

**Physical Requirements/ADA**

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/17/2011