
Auburn University Job Description

Job Title:	Dir, Production GPAC	Job Family:	No Family
Job Code:	AB10	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Serves as the Director of Production for the Jay and Susie Gougue Performing Arts Center (GPAC). Under the direction of the Executive Director, responsible for strategically planning, organizing, managing, and directing all technical and production aspects of performances and events at the GPAC, a multi-use performing arts venue hosting professional, university, and community performances at Auburn University.

Essential Functions

1. Directs and oversees planning, organization, and implementation of all technical activities including technical preparations and productions for the Performance Arts Center. This includes professional performing arts presentations, University performances and events, external rentals, and community use.
2. Directs and oversees all aspects of stage production and management; setup of technical systems and equipment including technical crews; sound and lighting; load in and load out; house management; and crowd count and control.
3. Oversees production at all events including but not limited to professional touring, University and community rehearsals, meetings, receptions, recitals, concerts, plays as well as other special events ensuring events are carried out smoothly and safely.
4. Collaborates with the GPAC's Executive Director to strategize short-term and long-term goals for revenue producing activities and overall direction of the GPAC as well as collaborating with other key areas; education and programming, marketing and communication, development and operations within GPAC to identify and accomplish institutional goals.
5. Collaborates with internal and external constituents to clarify requirements for equipment, personnel, and timetables necessary for professional touring, University and community performances and events.
6. Hires, supervises, motivates, and supports a strong and strategically-focused team including but not limited to staff in production and stage operations.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	7	Experience in production management in the performing arts industry. Must have at least 2 years supervisory experience in professional performing arts producing and/or presenting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of theatre productions including technical systems and equipment is required for this position. Strong communication and organization skills required.

Certification or Licensure Requirements

None required.

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 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, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires 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: 3/29/2018
