

JOB INFORMATION

Job Code	AB10
Job Description Title	Dir, GPAC Production
Pay Grade	TA11
Range Minimum	\$61,140
33rd %	\$75,410
Range Midpoint	\$82,540
67th %	\$89,670
Range Maximum	\$103,940
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	7/29/2024 12:25:19 PM

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Production & Administration

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.

RESPONSIBILITIES

- Directs and oversees planning, organization, and implementation of all technical activities including technical preparations and productions for the performing arts center. This includes professional performing arts presentations, University performances and events, external rentals, and community use.
- 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.
- 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.
- 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.
- Collaborates with internal and external constituents to clarify requirements for equipment, personnel, and timetables necessary for professional touring, University and community performances and events.
- Hires, supervises, motivates, and supports a strong and strategically-focused team including but not limited to staff in production and stage operations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	No specific discipline.	and	7 years of	Production management in the performing arts industry. Must have at least 2 years supervisory experience in professional performing arts producing and/or presenting.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
Heartsaver First Aid CPR AED	CPR and AED certifications required or must be obtained within the first 90 days of employment.	within 90 Days	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.