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## Auburn University Job Description

Job Title: **Production Manager**

Job Family: Theatre & Arts

Job Code: **AB16**

Grade TA08: \$40,100 - \$64,200

FLSA status: Exempt

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### Job Summary

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

### Essential Functions

1. Acts as the subject matter expert for a specific area of production, as well as oversees equipment, work areas, and establishes a safe working environment:
    - a. Audio: Acts as Sound Board Operator (A1 or A2) for productions, providing a professional audio mix as front-of-house engineer and/or monitor engineer on any given production. Supervises and actively participates in the installation and operating of all sound and projection systems. This includes: setting up and "ringing out" a live and/or reinforcement audio system with a full complement of wired and wireless microphones, stage and in-ear monitors, direct inputs, outboard gear, assisting with back line set-up, and striking of all equipment for each event.
    - b. Lighting: Acts as the master electrician and lighting board operator for productions. Supervises and actively participates in the installation and execution of lighting for performances, including preparing, hanging, circuiting, programming, and focusing stage lighting fixtures, as well as striking all lighting equipment for each performance and event. Lighting fixtures may include conventional, LED, moving fixtures, and others.
    - c. Stage Operations: Acts as the deck chief and fly operator for productions. Responsible for overseeing show-specific rigging, as well as maintaining stage equipment and work areas. This includes automated and manual rigging systems, dance flooring installation, pit lift systems, chain motor operation and maintenance, and acoustic shell installation.
  2. Oversees the respective functional 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. Collaborates with visiting workforce when required.
  3. Provides and manages respective functional support for all building operations and events while demonstrating excellent customer service to all patrons, artists, and clients by advising during presenting and rental contract negotiations as to the capabilities of the spaces and available equipment. Reviews, interprets, and executes respective 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 the respective operational systems and specifications for the facility. Manages inventory, storage, repair, and preventative maintenance of all related 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 for the respective functional area, particularly in relation to health & safety, in all GPAC spaces. Provide regular updates to the Director of Production on the areas of responsibility.
  6. Trains and supervises students, TES, and contracted employees involved in audio and video production operations of the GPAC.
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## **Auburn University Job Description**

### **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>
<b>Education</b>	Four-year college degree	Degree or coursework in Technical Theatre, or related field
<b>Experience (yrs.)</b>	3	Experience with theater operations, including audio, video, and lighting systems, as well as stage operations, for live performances and/or 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

Extensive knowledge of the methods, tools, and techniques used in the audio, video, lighting, and stage operation elements of production:

Knowledge and proficiency in live mixing multi-channel analog/digital mixing consoles, DANTE audio networks, managing multiple channels of wireless microphones and in-ear monitors.

Knowledge of video streaming operations.

Knowledge and proficiency with ETC dimmers and consoles; programming, maintaining, and repairing conventional, LED, and moving fixtures; ETC architectural lighting control systems; and working at heights safely.

Knowledge of basic theater rigging.

Working knowledge of AC and DC electricity, OMX and Ethernet data control systems.

Knowledge and proficiency with single purchase fly system operations.

Knowledge of proper operation and maintenance of chain motors and pit lifts.

Knowledge and proficiency safely working at heights.

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.

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### 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.

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## **Auburn University Job Description**

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.

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

Date: 1/30/2023

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