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## Auburn University Job Description

Job Title:	<b>Dir, Theatre Production</b>	Job Family:	No Family
Job Code:	<b>EA86</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Reporting to the Theatre Department Chair, serves as venue manager for all of the theatre department's spaces and serves as chief liaison between the theatre department and the Gogue Performing Arts Center. Manages the collaborative efforts and communications among all parties involved in Auburn University theatre productions.

### Essential Functions

1. Facilitates communication and coordinates collaborative efforts among all parties within the theatre department and productions including creating and ensuring adherence to the annual production calendars in consultation with the department chair and Technical Director. Coordinates, facilitates, and presides over all production meetings, both in person and electronically, and addresses all production-related problems and devises and implements solutions.
2. Serves as venue manager and chief point of contact for all of the theatre department's spaces being used by outside groups and assists parties with all contracts and documentation to ensure optimal experience within the theatre building.
3. Determines materials necessary for each production in consultation with the technical design personnel and coordinates the purchase and delivery of said materials.
4. Monitors and manages the production budget as well as provides input to the department chair regarding annual budget development.
5. Oversees, along with the department chair, all technical theatre staff to ensure proper management of production budget and timely completion of tasks to meet deadlines.
6. Coordinates and oversees the hiring process for guest artists performing in or working on Auburn University theatre productions as well as facilitating the assignment of students to running crew and other production responsibilities under the direction of the department chair and in consultation with relevant faculty.
7. Facilitates communication and coordinates collaborative efforts with the Gogue Performing Arts Center.
8. Performs other duties as assigned by the department chair.

### 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.*

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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 in Theatre, Theatre Management, or related field. Master of Fine Arts preferred.
<b>Experience (yrs.)</b>	3	Experience in professional or educational theatrical production. At least two years of professional experience in theatre management.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **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**

Knowledge in all areas of theatre production, Actor's Equity guidelines, and OSHA requirements.

Strong organization and communication skills.

#### **Certification or Licensure Requirements**

Valid Driver's License.

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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 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: 7/20/2018

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