AUBURN
Human Resources

Dir, GPAC Production

Job Description

JOB INFORMATION

Job Code	AB10
Job Description Title	Dir, GPAC Production
Pay Grade	TA11
Range Minimum	$61,750
33rd %	$76,160
Range Midpoint	$83,360
67th %	$90,570
Range Maximum	$104,970
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	8/31/2026 12:06:27 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director of the Jay and Susie Gogue Performing Arts Center, the Director of Production provides strategic leadership for production, technical operations, facilities coordination, and venue readiness across GPAC's multi-venue performing arts center. This position is responsible for planning, organizing, and directing production resources, technical systems, staffing, facility-related support, and event-readiness standards for professional presentations, university events, community programs, rentals, and other GPAC activities. The Director works collaboratively with GPAC departments and Auburn University partners to ensure performances and events are produced safely, efficiently, and in alignment with GPAC's artistic, operational, and institutional goals.

RESPONSIBILITIES

- Directs the planning, organization, and implementation of production and technical services for professional presentations, university events, community programs, rentals, and other GPAC activities, ensuring appropriate staffing, equipment, scheduling, and technical support.
- Coordinates facility-related needs that support performances, events, and daily venue readiness, including maintenance and repair communication, custodial coordination, security, police, fire/life safety support, and other operational requirements in collaboration with Auburn University departments and external partners.
- Oversees production standards, technical systems, stage operations, equipment use, load-in and load-out procedures, rehearsal support, performance support, and related production processes to ensure safe, efficient, and high-quality execution.
- Collaborates with the Executive Director, GPAC and Managing Director, GPAC to develop short-term and long-term goals for production operations, facility readiness, technical infrastructure, staffing, capital equipment, and overall venue support.
- Works with internal and external constituents to assess technical requirements, production schedules, facility needs, equipment needs, labor requirements, safety considerations, and event timelines for GPAC presentations, university events, community programs, rentals, and other activities.
- Coordinates with GPAC departments to ensure production and facility-related needs are communicated, planned, staffed, evaluated, and continuously improved.
- Supervises assigned full-time, part-time, student, TES, production, technical, stage operations, and contracted labor staff; coordinates with the Executive Director, GPAC, and GPAC departments to ensure production services, technical support, facility readiness, and venue support needs are communicated, staffed, evaluated, and continuously improved.

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	Supervises others with full supervisory responsibility.

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 to 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	in no specific discipline.	and	7 years of	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.	

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	And
	International Association Of Venue Managers Academy for Venue Safety and Security and/or CVP or CVE certification.		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

Must be available to work evenings, weekends, and holidays based on performances, rentals, and programmatic schedules. This position is required to work on-site. This position may require more than 40 hours during a given work week.