AUBURN
Human Resources

Production Manager
Job Description

JOB INFORMATION

Job Code	AB16
Job Description Title	Production Manager
Pay Grade	TA08
Range Minimum	$45,040
33rd %	$54,040
Range Midpoint	$58,550
67th %	$63,050
Range Maximum	$72,060
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	9/11/2026 2:22:34 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Executes all aspects of a specific functional area - audio, lighting, or stage operations—as well as coordinates related, technical elements throughout tours and events presented at the Jay and Susie Gogue Performing Arts Center (GPAC), a multi-use performing arts venue.

RESPONSIBILITIES

- Acts as the subject matter expert (SME) for a specific area of event production management, as well as oversees equipment, work areas, and establishes a safe working environment:
  a. Audio: Acts as Audio Engineer for all touring shows and events by providing a professional audio product as front-of-house engineer, monitor engineer, or system tech. Supervises and actively participates in the installation and operation of all audio and video systems. Assumes responsibility for all backline and equipment rentals, delivery, and execution.
  b. Lighting: Acts as the Lighting Engineer for all touring shows and events by providing professional lighting support as the Master Electrician, Lighting Coordinator, or Lighting Director. Prepares, hangs, circuits, programs, and focuses stage lighting fixtures, as well as restores all lighting equipment for each touring show and event.
  c. Stage Operations/Rigging: Acts as the deck chief for touring shows and events. Oversees show-specific rigging and flown objects, as well as maintains stage equipment and work areas. This includes automated and manual rigging systems, Acoustic shell deployment, dance floor installation, pit lift systems, chain motor installation, operation, and maintenance.
- Oversees compliance with GPAC's vision and mission for excellence including planning, development, set-up, testing, implementation, and maintenance of equipment for operations, for the respective functional operations. Collaborates with visiting workforce as needed.
- 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 provides written estimates for cost of labor and materials for events to supervisor in a timely manner.
- 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 to maintain current performing arts events standards.
- Monitors and implements health & safety industry best practices in all GPAC spaces, for the respective functional areas. Provides regular updates to the Director of Production on areas of responsibility.

RESPONSIBILITIES

- Trains and supervises students, TES, and contracted employees involved in audio and video production operations of GPAC.

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.

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	
High School Diploma or GED		and	4 years of	experience with theater operations, including audio, video, and lighting systems, as well as stage operations, for live performances and/or touring productions.	Or
Associate's Degree or Vocational Certificate	Degree or coursework in Technical Theatre, or related field	and	2 years of	experience with theater operations, including audio, video, and lighting systems, as well as stage operations, for live performances and/or touring productions.	Or
Bachelor's Degree	Degree or coursework in Technical Theatre, or related field	and	0 years of	experience with theater operations, including audio, video, and lighting systems, as well as stage operations, for live performances and/or touring productions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the methods, tools, and techniques used in the audio, video, lighting, and stage operation elements of production.	
Knowledge of basic rigging safety and technique.	
Knowledge of Microsoft Office environment.	
Knowledge and proficiency safely working at heights.	
Exceptional communication and collaborative skills with demonstrated ability to lead a team.	
Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CPR - Cardiac Pulmonary Resuscitation	CPR certified CPR certified or ability to acquire	within 30 Days	Required	

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		25 lbs
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 and distinguish colors.

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.