AUBURN
Human Resources

Dir, Theatre Production

Job Description

JOB INFORMATION

Job Code	EA86
Job Description Title	Dir, Theatre Production
Pay Grade	TA10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/20/2018

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- 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.
- Determines materials necessary for each production in consultation with the technical and design personnel and coordinates the purchase and delivery of said materials.
- Monitors and manages the production budget as well as provides input to the department chair regarding annual budget development.
- 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.
- 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.
- Facilitates communication and coordinates collaborative efforts with the Gogue Performing Arts Center.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Degree in Theatre, Theatre Management, or related field.	and	3 years of	Experience in professional or educational theatrical production.	And
Master's Degree	Master of Fine Arts preferred	and	2 years of	At least two years of professional experience in theatre management..	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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					
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.