AUBURN
Human Resources

Production Manager, Stage Operations

Job Description

JOB INFORMATION

Job Code	EH15
Job Description Title	Production Manager, Stage Operations
Pay Grade	TA08
Range Minimum	$45,040
33rd %	$54,040
Range Midpoint	$58,550
67th %	$63,050
Range Maximum	$72,060
Exemption Status	Exempt
Approved Date:	4/22/2025 2:02:36 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Production Manager, Stage Operations acts as Head Electrician, Audio Assistant, and Lighting Programmer on all productions. Coordinates with the Technical Director and designers to ensure the successful production of all Auburn University Theater and Dance (AUTD) performances.

RESPONSIBILITIES

- Supports all aspects of technical theatre including sound, lighting, and scenic. Serving as lead electrician, programmer, sound assistant, and lead carpenter for all AUTD productions. This includes the supervision of student workers, TES, and contract employees.
- Oversees all non-Auburn University Theatre groups and personnel using AU Theatre facilities, ensuring safety and compliance with policies and procedures.
- Supervises, trains, and evaluates students assigned to scenic and lighting practicum or production assignments.
- Ensures the safety of all students and shop workers and the compliance with all AUTD policies and procedures.
- Serves as liaison to all outside events. This includes ensuring staffing for stage management, lighting, and sound support.
- Advises during Facilities Use Agreement negotiations regarding the capabilities of the performance spaces and available equipment.
- Installs and removes Wenger rising seating, soft goods and masking, and Marly dance flooring.
- Manages the storage, inventory, repair, and preventative maintenance of all lighting and sound equipment.
- Trains students in the programming of lighting consoles for technical rehearsals.
- Attends all production meetings and technical rehearsals.
- Purchases lighting and stage supplies as necessary, while communicating with supervisor to maintain budget.

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 supervise employees but supervision is not the main focus of the job.

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 or related field	and	2 years of	Experience in technical theatre support or theatrical set construction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	CPR	within 90 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					
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.