

**JOB INFORMATION**

|  |                                       |
|--|---------------------------------------|
| Job Code   | AB10                                  |
| Job Description Title                                    | Dir, GPAC Production                  |
| Pay Grade  | TA11                                  |
| Range Minimum  | \$61,140                              |
| 33rd %   | \$75,410                              |
| Range Midpoint   | \$82,540                              |
| 67th %   | \$89,670                              |
| Range Maximum  | \$103,940                             |
| Exemption Status   | Exempt                                |
| Organizational use restricted to the following divisions | 114 AVP, Administrative Effectiveness |
| Approved Date:   | 7/29/2024 12:25:19 PM                 |

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Serves as the Director of Production for the Jay and Susie Gougue Performing Arts Center (GPAC). Under the direction of the Executive Director, responsible for strategically planning, organizing, managing, and directing all technical and production aspects of performances and events at the GPAC, a multi-use performing arts venue hosting professional, university, and community performances at Auburn University.

**RESPONSIBILITIES**

- Directs and oversees planning, organization, and implementation of all technical activities including technical preparations and productions for the performing arts center. This includes professional performing arts presentations, University performances and events, external rentals, and community use.
- Directs and oversees all aspects of stage production and management; setup of technical systems and equipment including technical crews; sound and lighting; load in and load out; house management; and crowd count and control.
- Oversees production at all events including but not limited to professional touring, University and community rehearsals, meetings, receptions, recitals, concerts, plays as well as other special events ensuring events are carried out smoothly and safely.
- Collaborates with the GPAC's Executive Director to strategize short-term and long-term goals for revenue producing activities and overall direction of the GPAC as well as collaborating with other key areas; education and programming, marketing and communication, development and operations within GPAC to identify and accomplish institutional goals.
- Collaborates with internal and external constituents to clarify requirements for equipment, personnel, and timetables necessary for professional touring, University and community performances and events.
- Hires, supervises, motivates, and supports a strong and strategically-focused team including but not limited to staff in production and stage operations.

**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 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 | No specific discipline. | and | 7 years of          | 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         |  |

## 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.