



JOB INFORMATION

Job Code	AB16
Job Description Title	Production Manager
Pay Grade	TA08
Range Minimum	\$43,290
33rd %	\$51,950
Range Midpoint	\$56,280
67th %	\$60,610
Range Maximum	\$69,270
Exemption Status	Exempt
Approved Date:	10/4/2024 10:11:49 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Production, responsible for executing all aspects of a specific functional area—audio, lighting, or stage operations—as well as the coordination of related technical elements throughout productions presented at the Jay & Susie Gogue Performance Arts Center (GPAC), a multi-use performing arts venue.

RESPONSIBILITIES

- Acts as the subject matter expert for a specific area of production, as well as oversees equipment, work areas, and establishes a safe working environment:
 - a. Audio: Acts as Sound Board Operator (A1 or A2) for productions, providing a professional audio mix as front-of-house engineer and/or monitor engineer on any given production. Supervises and actively participates in the installation and operating of all sound and projection systems. This includes: setting up and "ringing out" a live and/or reinforcement audio system with a full complement of wired and wireless microphones, stage and in-ear monitors, direct inputs, outboard gear, assisting with back line set-up, and striking of all equipment for each event.
 - b. Lighting: Acts as the master electrician and lighting board operator for productions. Supervises and actively participates in the installation and execution of lighting for performances, including preparing, hanging, circuiting, programming, and focusing stage lighting fixtures, as well as striking all lighting equipment for each performance and event. Lighting fixtures may include conventional, LED, moving fixtures, and others.
 - c. Stage Operations: Acts as the deck chief and fly operator for productions. Responsible for overseeing show-specific rigging, as well as maintaining stage equipment and work areas. This includes automated and manual rigging systems, dance flooring installation, pit lift systems, chain motor operation and maintenance, and acoustic shell installation.
- Oversees the respective functional operations in compliance with the Gogue Performing Arts Center's vision and mission for excellence including planning, development, set-up, testing, implementation, and maintenance of equipment for operations. Collaborates with visiting workforce when required.
- 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 presents written estimates of 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 in keeping with ongoing current standards for performing arts events.
- Monitors and implements industry best practices for the respective functional area, particularly in relation to health & safety, in all GPAC spaces. Provide regular updates to the Director of Production on the areas of responsibility.

RESPONSIBILITIES

- Trains and supervises students, TES, and contracted employees involved in audio and video production operations of the GPAC.
- Performs other duties as assigned by supervisor.

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.
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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	3 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	No Specific Discipline	and	5 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
High School Diploma		and	7 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

Extensive knowledge of the methods, tools, and techniques used in the audio, video, lighting, and stage operation elements of production.	
Knowledge and proficiency in live mixing multi-channel analog/digital mixing consoles, DANTE audio networks, managing multiple channels of wireless microphones and in-ear monitors.	
Knowledge of video streaming operations.	
Knowledge and proficiency with ETC dimmers and consoles; programming, maintaining, and repairing conventional, LED, and moving fixtures; ETC architectural lighting control systems; and working at heights safely.	
Knowledge of basic theater rigging.	
Working knowledge of AC and DC electricity, OMX and Ethernet data control systems.	
Knowledge and proficiency with single purchase fly system operations.	
Knowledge of proper operation and maintenance of chain motors and pit lifts.	
Knowledge and proficiency safely working at heights.	
Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner.	
Exceptional communication and collaborative skills with demonstrated ability to lead a team.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

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 and distinguish colors.