

**Position Description****Wartburg College****Title: Director of Production Operations**

Preparation Date: 04/19/24

**Function of Position:**

This position reports to the Chief Information Officer and is responsible for professionally managing events and spaces, including lighting, sound, video, staging, rigging, staffing, FOH, and other needs, in Neumann Auditorium, McCaskey Lyceum, and other non-classroom locations on campus. This is an administrative position with a significant number of variable hours based on event schedules including night and weekend hours. This is a full-time position (12 months).

**Principal Duties and Responsibilities:**

1. Serve as technical director for all events in campus performance spaces (Neumann Auditorium, McCaskey Lyceum, and other campus locations) providing leadership and direction for staging, lighting, sound, rigging, video, set up, tear down, storage of all equipment, staffing, budget management, technical rider review, scheduling, supervising, and front of house support. 40%
2. Select, hire, train, schedule, and supervise student staff in lighting, sound, staging, rigging, video, stage management, and front of house. 10%
3. Serve as lighting designer, sound engineer, video designer, and/or stage manager for in-house performances while overseeing all technical aspects of the production process. 10%
4. Work with campus events coordinator to effectively schedule performance spaces. 10%
5. Recommend updates to equipment to ensure safety of all performance spaces. Understand all regulatory requirements and safety practices, including OSHA requirements. Recommend changes to meet these requirements as needed. Perform necessary repairs/replacements or send out to appropriate service center. 5%
6. Maintain inventory of all technical equipment used in performance spaces, ballrooms, chapel, and athletic venues and ensure that all are kept in good repair. Perform necessary repairs or send out to appropriate service center. 10%
7. Correct and annotate student worker hours to provide detailed billing statements to clients. 8%
8. Create emergency plans for varied incidents (natural and manmade). Accounting for emergency, audience size, and time of year conditions. 5%
9. Keep up to date on new technical advances. 2%

**Supervision:**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee prioritizes own work and resolves all but the most unusual issues without consultation with supervisor.

**Minimum Qualifications:**

1. Bachelor's degree in technical directing, lighting, or sound (preferred).
  - Practical experience accepted.
2. Two years of experience working in theatre production.
3. Experience with arena sound design.
4. Ability to manage a theatre and production crew using industry standard practices.
5. Ability to plan for and manage multiple concurrent events.
6. Knowledge and training in theatre practices including lighting, audio, video design, and rigging systems.
7. Evening and weekend work expected.
8. Ability to work at heights up to 50 feet.
9. Supervisory experience preferred.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until the position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.