

POSITION DESCRIPTION

WARTBURG COLLEGE

Title of Position: **Production Manager**

Preparation Date: 11-7-2014

Function of Position:

This position reports to the Assistant Vice President for Information Technology and is responsible for professionally managing events, including lighting, sound, staging, staffing and other needs, in Neumann Auditorium, McCaskey Lyceum and other campus locations. In addition, this position is also responsible for both the management and operation of the Ticket Office and for the management and operation of the front of house including the ushering crew, the Knight's Welcome Team. This is an administrative position with variable hours, based on event schedules including evening and weekend work during the academic year and summer. This is a full-time position (12 month).

Principal Duties and Responsibilities:

1. Serve as Production Manager for all events in the campus performance spaces (Neumann Auditorium, McCaskey Lyceum and other campus locations), including set up, tear down, and storage of staging and technical equipment (e.g. shell, clouds, platforms, risers, soft goods, lighting and sound equipment). 30%
2. Serve as Technical Director for in-house performances and road shows, overseeing all technical aspects from formulation through realization in the production process. 20%
3. Provide leadership and coordination to maximize the effective use of electronic ticketing for campus events. 6%
4. Ensure that the Assistant to the Production Manager effectively trains student workers and others to make sure the Ticket Office and Knights Welcome Team of ushers operate in a customer-focused and professional manner. 2%
5. Formulate or guide students in formulating designs for lighting, sound, props, and sets for in-house productions. 6%
6. Train, schedule, and supervise students working with lighting, sound and staging to effectively follow the correct policies and procedures of the college and technical theatre standards and practices. 6%
7. Receive requests reserving performance space and equipment from the campus events coordinator. Review requests with on-campus and off-campus users, including reviewing technical riders for Artist Series and ETK events to make sure all needs can be met. 4%
8. Understand all regulatory requirements and safety practices, including OSHA requirements and recommend changes to meet these requirements. 10%
9. Maintain an inventory of all lighting, sound, and staging equipment, including an inventory of common frequently used repair parts as well as keep record of major repairs, major purchases, and improvement projects in all venues. 2%
10. Ensure that all sound and light equipment used in the performance spaces, ballrooms, chapel and athletic venues are kept in good repair. Perform necessary repairs or send out to appropriate service center. 10%
11. Recommend changes to equipment and campus procedures to ensure performance spaces are up-to-date and effectively used. 2%
12. Stay informed on new advances in technical theatre. 2%

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

- An associate's degree in theater production or light and sound applications required. A bachelor's degree preferred.
- Two years experience working in theater production, lighting and sound.
- Ability to manage a theatre production using industry standard practices.
- Ability to obtain a Class D chauffeur's license.
- Ability to plan for and manage multiple concurrent events.
- Ability to lift one hundred pounds.
- Evening and weekend work during both the academic year and the summer is required.
- Ability to work at heights of up to 50 feet.
- Knowledge of audio systems and electrical circuitry, including the ability to solder and make other standard repairs.
- Normal hours are flexible based on event schedules as approved by the supervisor.

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. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until 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.