

POSITION DESCRIPTION

WARTBURG COLLEGE

Title of Position: Production Manager and Technical Director

Preparation Date: November 2021

Function of Position:

This position reports to the Assistant Vice President for Information Technology Services and is responsible for professionally managing events and spaces, including lighting, sound, video, staging, staffing and other needs, in Neumann Auditorium, McCaskey Lyceum and other non-classroom campus locations. In addition to technical responsibilities, this position is responsible for the management and operation of the front of house. This is an administrative position with a significant number of variable hours, based on event schedules frequently 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 and technical director for all events in the campus performance spaces (Neumann Auditorium, McCaskey Lyceum and other campus locations) providing leadership and direction for staging, rigging, light, sound reinforcement, video, set up, tear down, storage of all equipment, staffing, budget management, technical rider review, scheduling, supervising and front of house support, and payment. 35%
2. Select, hire, train, schedule and supervise student staff technical and front of house, lighting, sound, staging and rigging to effectively follow the correct policies and procedures of the college and technical theatre standards and practices. 10%
3. Serve as lighting, sound designer, video designer, and or stage manager for in-house performances overseeing all technical aspects of the production process from formulation through execution. 10%
4. Work with the campus events coordinator to effectively schedule the performance spaces to ensure effective use of the physical space as well as human and technical resources. 10%
5. Recommend changes to equipment that ensure performance spaces are safe, up-to-date and effectively used. Understand all regulatory requirements and safety practices, including OSHA requirements and recommend changes to meet these requirements. Perform necessary repairs/replacements or send out to appropriate service center. 10%
6. Maintain an inventory of all technical gear (sound reinforcement, lighting, video projection, rigging, etc.) used in the 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. 3%
7. Correct and annotate student worker hours to provide detailed billing statements to clients. Including breakouts of set up, tear down, the events themselves, and other methods of breaking it out for client understanding. 10%
8. Create emergency plans for a variety of incidents (natural and manmade). Accounting for nature of emergency, audience size variability, and time of year conditions. 5%
9. Provide accurate seating configurations to the ticket office and assist in updating the sales map. Assist with customer service and/or technical issues at the event arising in the ticketing process. Track attendance to provide feedback to event sponsors/clients. 5%
10. 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 prioritizes own work and resolves all but the most unusual without consultation with supervisor.

Minimum Qualifications:

- Requires Associates degree in theater production or light and sound or a Bachelor's degree (preferred).
- Two years of experience working in theater production, lighting, and sound (student experience accepted)
- 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.
- Knowledge and training in theatrical rigging systems including (batten - counter weight and arena)
- Evening and weekend work during both the academic year and the summer is required. (Normal hours are flexible based on event schedules as approved by the supervisor)
- 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.

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 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.