



Job Specification

Job Title: Production Manager, Rialto Center
BCAT Code: 455X BA
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides technical and production management for the stage and backstage areas for assigned area.

Examples of Duties

- Establishes and maintains work schedules for stage management, sound engineers, master electrician and other employees as necessary.
- Serves as liaison for potential clients to ensure all technical needs are fulfilled.
- Establishes and maintains all labor and maintenance budgets for the safe and smooth operation of assigned area.
- Negotiates with local and national vendors for equipment rentals, repairs and technical upgrades.
- Assists in preparation and interpretation of technical riders and specifications as requested.
- Facilitates inventory control, storage and maintenance of all technical equipment.
- Develops system for recruiting, scheduling and training professional labor resources.
- Ensures the safe and efficient operation of all technical applications.
- Coordinates and executes the schedule for use of facility.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of production management techniques and procedures.
- Knowledge of budgetary practices and procedures.
- Effective time management and organizational skills.
- Ability to supervise and train lower level employees.
- Ability to communicate effectively orally and in writing.

Minimum GSU Hiring Standards

Bachelor's degree and four years professional experience in production management or similar theatrical experience with significant companies; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.