



Job Specifications

Job Title: Production Manager, University Theatre
BCAT Code: 455X BC
Pay Grade: G16

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

General Description

Serves as production manager for all theatrical productions sponsored by the University Theatre, the GSU Players, and the Black Student Theatre Ensemble (from 10 to 12 theatre productions per year). Additionally, the position serves as designers/scenographer for University Theatre productions, business manager to the GSU Players/University Theatre, advisor to the Players, and teaches two classes per year.

Examples of Duties

- Supervises maintenance and enhancement to Alumni Hall theatre.
- Maintains all equipment and materials needed for set construction.
- Establishes rules for safe working conditions.
- Develops policies for utilizing the theatre.
- Coordinates use of theatre by outside groups; negotiates with vendors for technical needs; schedules the use of the facility.
- Teaches two courses per year in technical theatre.
- Determines production needs with director.
- Generates drafts, models, research, and drawings to represent production needs and supervises implementation of concepts.
- Participates in play selection, weekly board meetings, and ensures that procedures regarding planning and production of all Players activity conform to university expectations.
- Executes and maintains rental agreements and purchases.
- Oversees student maintenance of accounting records, and responsible for paying all bills and handling purchasing requests.
- Serves as liaison for ensuring parking, ticket operations, and the like for audiences attending all theatrical productions.
- Supervises work-study students and student assistants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of state fire codes and OSHA regulations.
- Knowledge of USITT graphic standards for lighting and scenery.
- Knowledge of budget operations.
- Knowledge of safe handling of power tools.
- Ability to lift and carry up to 50 lbs.
- Ability to communicate effectively both verbal and in writing.
- Ability to direct the work of others.

Minimum GSU Hiring Standards

Master's degree in Fine Arts; 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.