

EMPLOYEE NAME: \_\_\_\_\_

Created: 1/18; 6/18

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Technical/Production Manager	<b>JOB CODE:</b> 488I
<b>DIVISION:</b> Strategy & Accountability	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Strategic Communications & Events	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Senior Executive Director, Strategic Communications & Events	<b>PAY GRADE:</b> Level C (NK03)
<b>FLSA STATUS:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Plans and executes all areas of event production including, but not limited to, venue design, lighting design, sound reinforcement, video production, video presentation, power distribution, and décor to provide high-quality technical services, production and management of corporate and public events in a variety of venues. Assists the Senior Executive Director with the overall management of the Events Department.	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work experience = 1 year college). A combination of experience and education may be used to meet the Bachelor Degree requirement.
2.	Certification/License Required: Valid Georgia Driver's License and safe driving record; must have, or be able to obtain within 60 days, a Class B Commercial Driver's License.
3.	Experience: 3 years professional experience in the technical production of live events.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; dexterity of hands and fingers to operate office and technical production equipment and tools; seeing and hearing to perform work; sitting and standing for extended periods of time; lifting, carrying, pushing and pulling of heavy objects; reaching overhead and above the shoulders and horizontally; bending at the waist; kneeling, crouching, stooping and/or crawling; heavy physical labor may include lifting objects weighing up to 50 pounds; climbing ladders, flights of stairs and on catwalks.
5.	Knowledge, Skills, & Abilities: Written and oral communication; significant experience and/or equivalent combination of education and related experience in technical operations, production management and activities, including sound reinforcement, video production and presentation, production lighting, rigging, and logistics; experience with industry-standard software for content development, content delivery and event design. Proficiency in CAD software (VectorWorks, Visio) and Adobe Creative Cloud applications preferred.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides the highest level of customer service while delivering high-quality technical and production services for multiple, sometimes concurrent or overlapping, corporate and public events of all sizes in a variety of venues.
3.	Works collaboratively with clients and Department staff to design, specify, plan and coordinate event elements to include furniture, décor, sound reinforcement, video presentation, video production, lighting, stage, electrical and support systems.
4.	Recommends necessary vendor/partner support to supplement Department resources; manages approved vendors/partners accordingly.
5.	Performs site visits with Department staff, clients, venue representatives and/or vendor/partner representatives to determine and specify production requirements.
6.	Writes event orders detailing client requests, event requirements, event schedules, setup specifications and equipment needs.
7.	Refers to architectural and electrical plans, diagrams, Life Safety Code, equipment manuals, contracts, show riders and other available documents in preparing and executing event plans and designs.
8.	Creates CAD drawings of event designs and setups to detail necessary resources and plan for the load-in and implementation of specified event elements.

9.	Develops event timelines and schedules for preparation, load-in and load-out for events. Monitors preparation, load-in, production and load-out of events and adjusts schedules as necessary.
10.	Manages the packing, transportation, load-in, setup, configuration, operation, load-out and restocking of a variety of technical production components including, but not limited to, computers and software, sound consoles and related equipment, lighting consoles and related equipment, video switches, projectors and related equipment, cameras, production switchers, and power distribution.
11.	Works collaboratively with clients and content development team to develop and prepare multimedia content for delivery at events.
12.	Assesses rapidly changing production needs in fast-paced environments and high-pressure situations and provides immediate, calm response with solutions to problems that may arise during events in progress.
13.	Develops, implements and monitors best practices and procedures to ensure high-quality event production outcomes.
14.	Develops and maintains documentation for the proper setup, use, care and maintenance of equipment.
15.	Oversees and maintains technical systems at the Lassiter Concert Hall. Coordinates technical services and operates technical systems upon request, as directed by the Senior Executive Director.
16.	Engages in continuing professional development to enhance knowledge and expertise in current and future technologies to deliver high-quality productions for small and large corporate and public events.
17.	Mentors and supervises a productive team of event technicians, providing an appropriate level of guidance and instruction in all aspects of event technical services, production and management.
18.	Develops and implements plans for on-going training to provide event technicians with comprehensive knowledge of department operations and resources to deliver high-quality results for events, projects and tasks. Assesses and approves skill levels of event technicians for assignment of production responsibilities.
19.	Recommends appropriate event technician staffing necessary for the efficient preparation, load-in, execution and load-out of events.
20.	Manages and maintains a comprehensive inventory of event equipment, furniture, materials and supplies necessary for the production of high-quality corporate and public events.
21.	Manages and supervises the organization and storage of equipment, furniture, materials and supplies. Ensures that all storage areas are consistently safe, structured, secure and clean.
22.	Reviews, evaluates and recommends the purchase of event equipment, furniture, materials and supplies.
23.	Manages the loading and unloading of trucks to safely transport equipment, materials and supplies to/from event venues. Safely operates trucks and other vehicles in accordance with state and federal laws, local ordinances and district/department regulations. Coordinates necessary vehicle maintenance with the Fleet Maintenance department, fuels vehicles as needed and maintains internal/external cleanliness of vehicles.
24.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_