Job Title: Production Manager, Rialto Center

BCAT Code: 09NX59  Effective Date: April 1, 2007
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides technical and production management for the stage and backstage areas.

Examples of Duties
- Establishes and maintains work schedules for the stage management, sound engineers, master electrician, and other employees as needed.
- Serves as liaison with potential clients to ensure that all technical needs are met.
- Manages all labor and maintenance budgets.
- Negotiates equipment rentals, repairs, and technical upgrades with local and national vendors.
- Assists in the preparation and interpretation of technical riders and specifications as requested.
- Conducts inventory controls.
- Stores and maintains 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 the use of the 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 of related experience in production management or similar theatrical experience with significant companies; or a combination of education and related 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.