

PRODUCTION MANAGER

SPECIAL EVENTS

Description: To ensure the successful running of all University and off campus events. Performs inventory of, preventive maintenance to, and repair of the equipment in the Cultural Center Auditorium and to other events related to the Department and assures all systems and equipment are functioning properly. In the absence of the Director, supervises student workers and ensures completion of work.

Minimum Requirements: A high school diploma and experience or additional education in the production of theatrical events, outdoor concerts/events, recording, broadcast, and live streaming events. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Knowledge, Skills and Abilities: Must be familiar with theatrical space systems and audio/video/lighting equipment. Must have working knowledge of theatrical lighting, sound systems and video presentation systems. Knowledge of recording and live streaming events. Must have ability to work off ladders, scaffolds, on catwalks, and to do heavy manual labor. Skills in areas of theatrical carpentry, sound, and lighting are needed. Must be able to handle auditorium/stage setups (stage rigging, shell, theatrical lighting, sound, etc.). Ability to work well and in harmony with peers, subordinates, professional artists, faculty, staff, and students by communicating effectively and using good judgment and initiative.

Hire Range: \$36,000 – \$40,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5

To include some nights and weekends

Class Code: CG15 – **State Title:** Production Manager I

Position #: – **Band:** 04

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Fringe Benefits

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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