



WHO ARE YOU?

We are looking for a resourceful, innovative Production Manager with live concert venue experience and a passion for live event production.

THE JOB – PRODUCTION MANAGER

We are looking for an experienced Production Manager. This position will lead a team of technical staff and stagehands to produce world-class events of various genres. Experience with audio, lighting, and video systems is required, as is managing stagehand crews and advance touring production and client needs.

Responsibilities:

- Coordinate advance details between tour/private production contacts and venue
- Interface with local contractors/vendors, tours, and clients to fulfill show requirements including staffing not limited to audio and lighting technicians, stage managers, stagehands, runners, wardrobe, security, contracted labor, and rental equipment, emphasizing quality, reliability, and cost efficiency
- Manage day-of-show operations for concerts/private events from load-in to load-out, focusing on customer (artist/client) service, adherence to schedules, sound regulations, and cost control
- Manage show production budgets and communicate production expenses promptly to the General Manager and/or Venue Settler
- Maintain department manuals and training materials for production personnel
- Hire, train, support and terminate production department staff as needed
- Oversee production staff hours scheduled and worked and approval of overtime when necessary
- Oversee maintenance and advise on repairs for audio, lighting, staging, backline, and video systems; maintain inventory and maintenance logs monthly, quarterly and annually
- Oversee all backstage dressing rooms including cleanliness and regular inventory
- Develop and communicate daily/weekly show schedules to staff and managers
- Schedule adequate staff while managing labor costs within budgetary limits
- Facilitate interdepartmental communication and organization
- Supervise stage, sound, and lighting crews
- Ensure safe and consistent operation of all equipment
- Perform event settlement as needed
- Attend production and operations meetings as scheduled by the GM
- Maintain comprehensive "past show" files on the shared drive

Requirements:

- Calm, professional, and customer service-oriented demeanor
- Prior production experience in an entertainment venue
- Ability to make clear and concise decisions, often with limited information
- Minimum 3 years of experience in Live Event Tour and Stage Audio Production
- Experience with stage lighting, pro audio systems, and basic video systems
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft applications
- High School Diploma
- Appreciation for various cultures, music, and art forms

Physical Demands/Working Environment:

- Ability to lift up to 75 lbs
- Work in an environment with moderate to loud noise levels

Submit resumes to:

Careers@gate52.com