

## **PRODUCTION MANAGER (CA Central Coast region)**

### **QUALIFICATIONS:**

- High School Diploma
- Audio, Visual, or theatrical lighting education/training/certification preferable
- 5 years experience in the event industry.
- Demonstrated organizational skills
- Demonstrated management skills
- Working knowledge of Audio, Video, and Lighting equipment
- Working knowledge of electrical power distribution
- Must have excellent verbal communication skills
- Ability to work under stressful circumstances
- Must have excellent problem solving skills
- Technical Drawing Experience preferable

**JOB GOAL:** To ensure that all contracted work is scheduled and carried out efficiently, in a timely manner, and on budget.

### **PERFORMANCE RESPONSIBILITIES:**

- Schedules labor for all events and field work one week in advance on a weekly basis
- Assists/Consults in the design, concept, and logistics of events
- Assigns technicians and labor according to job specifications
- Coordinates all transportation and trucking requirements
- Schedules deliveries, and onsite load-ins with venues
- Manages projects as needed
- Prepares detailed equipment lists according to exact event specifications

**COMPENSATION:** DEO

**TYPE:** Full Time *extended hours as needed*