



Position-Live Music Production Manager
Facility Name- Koka Booth Amphitheatre
Location- Cary, NC

POSITION: Live Music Production Manager

DEPARTMENT: Production

REPORTS TO: Assistant General Manager

FLSA STATUS: Salaried Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Production Manager for ASM Global/Koka Booth Amphitheatre. The Production Manager is responsible for advancing all performances scheduled to appear at the Amphitheatre while managing back-of-house day of show production duties.

Essential Duties and Responsibilities

Including the following duties and responsibilities. Additional duties may be assigned.

- Reviewing artist riders and maintaining weekly contact with artist tour managers
- Managing event production budget
- Proper accounting of all production expenses
- Schedule and supervise production labor staff for all events
- Limited booking skills may be required
- Interface with all departments, as well as promoters and agents, assuring the finest levels of customer service
- Coordinate with licensee all pre-performance technical requirements
- Oversee load-ins, set ups, show runs and strikes for all shows including but not limited to national concerts, civic events, symphony performances, festivals, and private events.
- Coordinate all backstage logistics for shows with local Stagehand business representative.
- Prepare and coordinate with the Asst. Operations-Event Manager all "back of house" event information
- Supervise a preventative maintenance program for all light, sound and backstage equipment
- Recommend capital purchases or improvements to Assistant General Manager.

Qualifications

- Must have attention to detail and ability to manage multiple tasks simultaneously
- Must have strong leadership, communication and organizational skills necessary for planning and directing coverage at events
- Must have strong customer service skills
- Must be able to adapt to changes in the work environment, managing competing demands, frequent changes, delays or unexpected events
- Must have the ability to train, plan, assign, and direct work and motivate stage personnel and front-of-house personnel
- Understand and work from general instructions, specifications, blueprints, sketches and preventive maintenance schedules
- Must be able to prepare, analyze and operate within Department Budget
- Must be proficient in Microsoft Office Suite
- Must be able to work in a team environment, in a positive and communicative manner

Education and/or Experience

- High School Diploma or equivalent, College Degree preferred
- Five (5) to ten (10) years' experience in Production operations, including amphitheatre stage management
- Experience with multiple venues is a plus
- Advanced working knowledge of sound/lighting mechanisms a must
- Strong customer service and communication skills
- Excellent attention to detail and ability to work independently
- Ability to work nights and weekends

Working Environment/Conditions

High noise level

Hours of Work and Travel Requirements

Must be able to work extended and/or irregular hours, including nights, weekends, and holidays as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Daily lifting and carrying up to 50 lbs.
- Constant reaching, standing, walking and stooping.
- Performing work through repetitive eye/hand coordination
- May include manual labor, moderate lifting and/or arduous working conditions.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at- https://asmglobal.wd1.myworkdayjobs.com/careers/job/Cary-NC/Live-Event-Production-Manager_R100113346

Recruiter- Chelsea Gibbs
ASM Global-Koka Booth Amphitheatre
101 Wilkinson Avenue
Cary, NC 27513

Applicants that need reasonable accommodations to complete the application process may contact: (919) 462-2025.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.