

## **Production Manager**

### **Summary**

Under the direction of the Director of Columbus Commons, the Production Manager is responsible for the day-to-day production operations of the John F. Wolfe Columbus Commons, a park located at 160 S. High Street in Downtown Columbus, Ohio, as well as the Columbus Bicentennial Pavilion stage and equipment. Columbus Commons hosts more than 200 events with the majority activating the Pavilion, ranging from national act concerts and local concerts to community walks/races, fitness classes, and more. The Production Manager is the primary on-site point of contact for the Pavilion during major events and serves as the technical supervisor. This role manages a crew of seasonal, part-time staff, and is also expected to work in conjunction with the Grounds and Facilities Manager and Event Manager to achieve goals within pre-determined timelines. In addition, the position includes communication with co-workers, event clients, contractors, and public patrons professionally and courteously. Work hours may consist of extended and working outside of regularly assigned hours to accommodate variable duties.

### **Duties**

- Lead internal and external production operations by serving as onsite point person.
- Coordinate with Event Manager on internal and external event planning process, which meeting with potential clients, advancing run-of-shows and equipment rentals, working with tour management teams to negotiate production riders, developing labor estimates, developing efficient timelines for load-in and load-out and invoice reconciliation.
- Columbus Bicentennial Pavilion facility and equipment upkeep and repair, software upgrades, and preventative maintenance.
- In conjunction with Director of Columbus Commons, coordinate procurement of maintenance and capital projects that pertain to the Pavilion and serve as project manager with contractors.
- In conjunction with Director of Columbus Commons, hire, train schedule and supervise staff.
- In coordination with Director of Columbus Commons, develop and update venue safety plans (e.g., severe weather response plan and active shooter response plan).
- Manage inventory for production operations.
- Maintain production-related processes and documentation (e.g., park lighting network, stage lighting plots and stage technical specifications).
- Assist with holiday lighting execution.
- Provide reports to Director of Columbus Commons on success of events and lessons learned.
- Assist with preparation of annual budget, as well as tracking expenses related to the role.
- Operation of various vehicles is required.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by their immediate supervisor and other management as required.

## Qualifications

- Punctuality, effective communication, and leadership are integral to the success
- At least five years of post-secondary education or equivalent training is preferred
- A minimum of two years of experience working in an audio-visual role, specifically with technical experience in a live event/production role
- Applicants with no prior audio-visual experience will not be considered for this position
- Demonstrated excellent customer service and troubleshooting skills

## Requirements

- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to secure certification as a Forklift Operator; certification training provided
- Ability to secure certification as an Aerial Lift Operator; certification training provided
- Understanding of and ability to read technical documents, such as rigging and lighting plots, signal flow diagrams, schematics, and network topologies
- Understanding of audio, rigging, lighting, video, networking, and IT concepts as they apply to audio-visual and event production
- Basic understanding of venue software and controls such as AutoCAD/Bluebeam, Crestron systems, and audio DSP programming
- Basic electrical knowledge, including interpreting construction drawings and diagrams
- Work outdoors for long hours in various seasonal weather conditions
- Ability to use hand and power tools as required
- Have a valid driver's license
- Ability to pass pre-employment screenings

## Compensation and Benefits

Starting salary begins at \$65,000 with a comprehensive benefits package and free parking. This is an exempt position that does not qualify for overtime.

## COVID-19 considerations

CDDC/Capitol South follows the recommendations of the Centers for Disease Control (CDC) regarding COVID-19 vaccinations. Employees must provide COVID-19 full vaccination record, including boosters as recommended by the CDC, or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

## About Columbus Commons

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With over 200 free events each year, there is something for everyone.

The 2011 debut of the Columbus Commons launched the beginning of a new era in Downtown Columbus, sparking the development of the River South neighborhood of Downtown Columbus that catalyzed almost \$400 million in private development.

Under the direction of Capitol South Community Urban Redevelopment Corporation, Columbus Commons has developed into an award-winning event venue and public green space.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*