

Classification description

Title: Assistant Director of Production Services
Job Code: 8311
Pay Range: 324
FLSA Status: Exempt-Executive/Supervisory

Employee Group: MERC Non-represented
Established: July 29, 2019
Revised:
EEO Category: Officials and Administrators

DESCRIPTION

Lead and oversee the production services of Portland's Centers for the Arts (Portland's). Responsible for ensuring all productions are technically executed to the standards of Portland's. Member of the Event and Production Services Management team.

DISTINGUISHING FEATURES

This is a single classification and not part of a series.

DUTIES AND RESPONSIBILITIES

1. Provides strategic direction and leadership to support Production Services.
2. Provides overall leadership and management of Production Services. Develops, presents, and monitors departmental goals and operational plans. Develops annual operating budget that supports goals and operating plans, project income and expenses, monitors and reports on the budget as required.
3. Develops departmental metrics; measures results against goals. Tracks, monitors, and communicates results with employees. Collaborates with peers, ensures integration and cooperation among applicable departments, develops and supports shared goals.
4. Supervise the work of Stagehands and leads; inspires, evaluates, coaches, and develops employees.
5. Manages ongoing and preventive maintenance in a timely manner within budget.
6. Liaise between Portland's and IATSE 28 and Metro Human Resources with contract negotiations and contract compliance.
7. Maintains confidentiality and discretion.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations

- Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Experience

- Five years of experience managing personnel in stage management, technical and production management on large-scale, first class theatrical and/or touring productions and
- Bachelor's degree in technical theatre, stage management or theatrical design or other related fields or,
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities

- Communicate information effectively in a presentation/public setting to diverse audiences
- Communicate with diverse employee base as well as designers, directors, technical crews and theater management
- Proficient in Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word)
- High degree of sensitivity for confidentiality
- Understanding of the Portland's 5 organizational structure and functions and the inter-relationship of functions and how each impacts the other; knowledge or reporting relationships
- Theatrical production concepts, design, practices and operations; artist management, agencies and agreements; producer, general management and promoter organizations, relationships and agreements
- Union contracts and union negotiations
- Research, compose and write documents for publication or that train/communicate with others
- Identify, evaluate, investigate and offer alternative solutions to problems

- Manage multiple tasks and varying workload
- Must be able to work with numerous simultaneous deadlines, various personalities, and under considerable stress.
- Requires strong leadership skills
- Work a flexible schedule, including evenings and weekends, and travel as needed
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Reports to the Director of Event Services and Production

SUPERVISION EXERCISED

Supervision is exercised over Production Supervisors and Department Head Stagehands

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office equipment is used

WORK ENVIRONMENT

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues
- Frequently required sit for extended periods of time; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 25 pounds; read computer screens or other monitors
- Occasionally required to stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 100 pounds; exposed to fumes or airborne particles; work near or around moving mechanical parts; work near or around electricity
- Rarely required to reach with hands and arms; climb, stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects more than 100 pounds; exposed to vibration

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The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.