

## CONCERT OPERATION MANAGER

### WHO ARE YOU?

Passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Live Nation Entertainment, our people embrace these qualities, so if this sounds like you then please read on!

### THE JOB

The Production Manager is responsible for all of the on-stage, backstage and other technical details of concerts and events. Includes advancing and obtaining presale technical information, including production needs, rider requirements, staging and capacity changes.

### WHAT THIS ROLE WILL DO

- Ensure positive and creative environment for management team.
- Assist in maintaining department manuals and training materials for all production positions.
- Develop and maintain department manuals and training materials for all production positions.
- Assist and support production department personnel with job functions as needed.
- Assist in creating budgetary requirements and tracking the financial aspects of department.
- Create and maintain daily band cost spreadsheet.
- Ensure all procedures are cost effective.
- Creates daily and weekly show schedule.
- Assist in scheduling appropriate number of staff while maintaining labor costs within the assigned budgetary guidelines.
- Maintain regular communications with Venue and Corporate Management
- Facilitate proper interdepartmental communication and organization.
- Assist in Managing stage, sound, and lighting crews.
- Coordinate operational feedback with Talent Buyer
- Advance technical details for shows/events
- Assist with the maintenance of audio, lighting, backline and video systems advising on repairs when needed.
- Advance food and beverage/hospitality requirements
- Ensure information is distributed to Operations Managers in a timely basis
- Responsible for safe and consistent operation of all equipment
- Advise on design and purchase of site lighting systems (patio, restaurant, etc.)
- Maintain "past show" files.
- Maintain accurate vendor records, following Purchase Ordering Systems
- Responsible for documenting and delivering disciplinary actions to production crew

### WHAT THIS PERSON WILL BRING

Required:

- Flexible Schedule (days/nights, late hours, weekends, and holidays)
- Experience in stage lighting, pro audio systems and basic video systems

- Strong people skills with an emphasis on competent and diplomatic communication with tour/production manager representatives
- Ability to handle multiple projects simultaneously.
- Ability to make clear concise decisions, sometimes with limited information.
- Computer literate in Windows applications
- Must possess superior interpersonal communication and organizational skills.
- High School Diploma
- Tolerance of all cultures, music and art forms

Preferred:

- Minimum 3 years prior production management in an entertainment venue, tour management, or stage management
- Some College or College Degree in related field
- Behavioral Based Interviewing Skills
- Cash handling experience
- Experience in a live music environment

Physical Demands/Working Environment:

- Working environment is fast-paced and often loud and stressful
- Position requires extended periods of prolonged standing, lifting, bending, reaching, and working on your feet
- Must be able to lift or move up to 75 lbs using proper lifting techniques.
- Tolerance of loud noise level in working environment
- Able to wear a radio earpiece during the scheduled shift.