

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ASSISTANT DIRECTOR, PRODUCTION

FLSA STATUS: EXEMPT – PAY GRADE: 20-P

JOB FAMILY: THEATRE ARTS & STATE PRODUCTION

JOB FUNCTION: INSTITUTIONAL ADVANCEMENT

GENERAL STATEMENT OF JOB

The Assistant Director, Production plans, implements, and executes all logistical and operational aspects of all the Artist Series productions each year. This role initiates and leads the show advance communication between the Artist Series, touring companies, and venue staff to ensure seamless coordination of services and successful show delivery. This position supervises Artist Series contractual backstage personnel and ensures that all technical and labor resources are aligned with production goals. Maintains 24/7 availability during critical production windows, demonstrates commitment to excellence and responsiveness under pressure. Position requires availability to work evenings, weekends, and holidays as needed to support event execution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Reviews and interprets show technical riders and specialized addendums; defines the show requirements for inclusion in formal offers to agents; and executes comprehensive production strategies.

Researches and manages production expenditures with Director of Programming and Operations to build detailed show budgets. Analyzes costs and benefits of production options, vendor proposals, and staffing needs in order to make financial decisions on which quotes to accept and utilize for productions and/or which quotes to renegotiate.

Initiates, leads, and manages the advancement of production requirements with venues and touring company management, and ensures that all contractual obligations and technical specifications are arranged prior to arrival.

Manages Cross-department coordination and facilitates alignment and communication between production teams, technical directors, front-of-house staff, and touring company representatives and ensures unified and efficient execution of event requirements. Creates and distributes comprehensive Event Orders.

Manages all on-site show operations and venue marketing initiatives for the day-of event. Oversees production load-in, performance, and through post-production load-out. Serves as the sole point of contact and exercises real time independent executive authority to resolve high-pressure challenges associated with live theater. Serves as Event Manager on Duty (EMOD) during assigned performances and remains on site to coordinate with front-of-house operations, address emergent issues, and ensure patron safety and operational continuity.

Recruits, contracts, and supervises freelance professionals, including backstage caterers, show runners, musicians, technicians and specialty vendors; ensures compliance with organizational

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standards and production requirements; and negotiates costs and secures local and out of town vendor services and fosters long-term partnerships that support quality and reliability.

Manages operational and technical elements for special events such as chat-backs, VIP meet-and-greets, and community programs. Supervises assigned personnel, arranges supplemental equipment, and secures vendors and hospitality spaces. Escorts artists and VIPs, and sets up photo opportunities. Supports operational planning and execution for the Next Step Broadway week-long summer camp from initial preparation through post-program wrap-up.

Manages fire safety compliance for productions by coordinating with the City of Jacksonville Fire Prevention Division and Venues to secure permits. Manages scheduling of fire marshal inspections and demonstrations.

Collaborates with on-site technical facility staff to secure ADA-compliant audio description systems (such as AudioFetch) to provide patrons with sound amplification or audio description services. Recruits staff to deliver live audio description for visually impaired patrons. Negotiates, recommends, and contracts local and out of town sign language interpreters to ensure accessibility for Deaf and hard-of-hearing audiences. Facilitates sensory-friendly performances and touch tour experiences to create an inclusive environment for patrons with sensory sensitivities.

Verifies and reconciles operational-related invoices and venue settlements for all shows; ensures fiscal accountability; and maintains budget integrity.

Manages show production expenses and operations to optimize Artist Series assets in conjunction with the Foundation to support student scholarship needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned contractual staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in technical theatre, marketing, communications, or business, and five (5) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 9/10/25