JOB DESCRIPTION

Job Title: Production Manager
Classification: Full-Time; Exempt
Compensation: $45,000-$50,000/year (commensurate with experience)
Benefits: Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%
Schedule: Min. 40 hours per week; will be required to work some evenings, weekends, holidays and special event hours
Reports to: Director of Operations

ORGANIZATIONAL SUMMARY:
Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:
The Production Manager is responsible for operating and maintaining the audio, lighting, and video production equipment in our Theater, Education Center, and ancillary spaces for internal and external programs at highest possible standards. They are in charge of managing and coordinating the production needs for all internal and external partners and clients.

RESPONSIBILITIES:
- Spearheads all technical and audiovisual production efforts (sound, lighting, projection, theatrical rigging) for both in-person and online/virtual events for the organization
- Provides superior customer service and highest quality standards to internal and external clients
- Represents the Operations Department in all internal and external meetings to understand programmatic objectives and production requirements and to pitch and review ideas
- Works with full-time Production Technician daily and with contractors when needed; schedules appropriate staffing support for all events to meet production needs
- Sets up, programs, and tests audiovisual equipment in advance of events; monitors production and conducts objective analysis to troubleshoot and anticipate potential complications
- Oversees equipment inventory, maintenance, storage, and new purchases; stays abreast of the latest technology and trends
• Estimates costs and prepares audiovisual event budgets; negotiates and finalizes budgets and timelines with external partners, clients, and supervisor
• Cross-trains in other functions as needed
• Ensures a safe work environment, risk mitigation practices, electrical safety, and compliance with TXOSHA regulations

QUALIFICATIONS:
• Bachelor's or associate's degree with experience of no less than 4 years in live preparation and production for lectures, panel discussions, meetings, performances, livestreaming, and tele-/videoconferencing
• Demonstrable experience with theatrical lighting and staging used in the performing arts (dance, music, and theater)
• Proven skills and experience in operating film, video, and other streaming media equipment
• Advanced computer proficiency (PC and Mac); ability to troubleshoot and resolve problems as they arise
• Knowledge of safety requirements and standards related to production support

PERSONAL CHARACTERISTICS:
• Excellent interpersonal skills and ability to work collaboratively and professionally with a diverse set of colleagues, performers, speakers, rental clients, contractors, and customers
• Proven ability to multitask and measured disposition, maturity, and professionalism
• Problem-solves and handles unexpected changes well, especially under pressure
• Good oral and written communications skills
• Willingness to take on tasks outside of typical job duties
• Self-starter, detail-oriented, organized, and committed to accuracy and timeliness
• Demonstrates a high level of ethics and integrity

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate
RELOCATION:
Asia Society Texas does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:
Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

*COVID-19 vaccination is required.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.