

# ***PRODUCTION MANAGER***



## ***JOB OVERVIEW:***

The Production Manager will be responsible for upholding the look, feel and vibe of the day-to-day operations and building needs as well as coordinating and producing AREA15 presented and co-produced events. As a production manager, you'll oversee the production process, coordinating all production activities and operations, monitor the team and adjust schedules as needed. In addition, the Production Manager will be responsible for monitoring productivity rates and product standards, implementing quality control programs, and organize the repair of any damaged equipment.

## ***RESPONSIBILITIES AND DUTIES:***

- Ensures compliance with established venue policies such as safety, security, cleanliness and general operation procedures
- Operates and/or oversees all technical aspects of building/Event Production when on duty
- Collaborates with Facilities management on equipment and maintenance need
- Responsible for ensuring the general upkeep and cleanliness of public venues and surrounding areas
- Manages house equipment and supply inventory
- Acts as Manager on Duty/House Manager throughout entire day of event – (“first person in, last person out”), managing and coordinating overall event flow, staff and contractors
- Ensures venue compliance with all city and state regulations pertaining to venue occupancy, noise regulations and curfews, parking and traffic management, ADA access, and alcohol sales and consumption
- Responsible for venue security and patron safety, including but not limited to ensuring guest safety and crowd management, egress, venue policy enforcement, etc. regarding production equipment
- Implements AREA15's emergency response plans when necessary
- When assigned, serves as AREA15's representative to personnel, visiting artists, and technical staff

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## ***RESPONSIBILITIES AND DUTIES CONT.:***

- Provides training as determined for all event staff and volunteers within proper operational expectations and safety requirements
- Ensures that all public events staff, volunteers and outside vendors are properly trained and follow AREA15 safety guidelines and house policies and procedures including the operations of AREA15 equipment and AREA15 emergency response plans
- Ensures all hiring paperwork is complete and submitted to HR
- Coordinates and schedules staff
- Creates a professional team atmosphere
- Completes event wrap-up reports when acting as MOD
- Coordinate equipment purchases and rentals as needed
- Maintains records on event activities and status, including but not limited to wrap reports, incident reports, etc.
- Maintains event and venue operating policies and procedure manuals and training

## ***QUALIFICATIONS & SKILLS***

- 5+ years of production experience in performing arts center, music venue or similar
- 3+ years of related experience in production planning, budgeting, execution and management
- Practices strong organizational, analytical and communication skills.
- Ability to function efficiently and amiably in a fast paced, complex and demanding customer service environment
- Proficient in Microsoft Office
- Must be able to lift up to 50lbs
- Must be able to stand, walk, bend and lift for extended periods of time
- Must be proficient in the English language; additional language skills preferred
- Must be able to work in stimulating environment subject to varying levels of light and sound, crowds and smoke.
- Must have the ability to withstand high temperatures, heat, and sun exposure.
- Ability to work from a standing position for extended periods of time.
- Open availability preferred with the ability to work evenings, weekends and holidays.
- Must be authorized to work in the U.S

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## ***ABOUT AREA15***

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

**TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "PRODUCTION MANAGER" AS THE POSITION YOU ARE APPLYING FOR.**

