AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUPERVISOR PRODUCTION**			PAY GRADE:	**PRF 1**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**10/19/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in Technical Theatre or a related field is preferred. Five (5) years of professional experience in facility management, production management/technical production is required. Lighting, sound, and rigging expertise is required. A valid Texas driver's license is required and must be in possession at all times when operating an Austin ISD vehicle.

SKILL REQUIREMENTS:

This position requires a strong work ethic, exceptional customer service, outstanding interpersonal and organizational skills, and meticulous attention to detail. The position assists with managing the complete operation of the Austin ISD Performing Arts Center (PAC) for use by district schools, departments, community organizations, and outside entities. Responsibilities may include facility scheduling, event and rental coordination, booking, staffing, public relations, marketing, social media and digital communications, and the daily operation of all performance and support spaces. The incumbent must be able to work independently and under pressure in a fast-paced, multitasking environment while serving as a collaborative and supportive team member. Strong leadership and technical expertise in theatre operations are required, including lighting, sound, video projection, rigging, stagecraft, audiovisual presentation systems, orchestra shell and pit setup, equipment storage, facility management, safety, security, accessibility, and code compliance. The position safely operates, troubleshoots, and helps maintain theatrical rigging, lighting, audio, and audiovisual equipment; supervises and trains staff; coordinates with clients, vendors, contractors, and district departments; promotes PAC programs, events, and rental opportunities; and ensures events are executed safely, professionally, and efficiently. Proficiency in Microsoft 365, Google Workspace, social media platforms, scheduling and ticketing systems, lighting and sound consoles, and performance-related software and hardware is preferred. Knowledge of Austin ISD, Fine Arts Department, and PAC policies and procedures is required, along with the ability to communicate tactfully with stakeholders, address customer satisfaction and safety concerns, manage multiple priorities, and work evenings, weekends, Sundays, holidays, and extended hours as needed.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent works under the direction of and in cooperation with the Performing Arts Center (PAC) Coordinator. In the PAC Coordinator's absence, this position assists in the execution, planning and directing of all operational activities of the PAC. This position is required to work evenings and weekends (including Sundays).

ESSENTIAL FUNCTIONS:

- Facilitate the planning, setup, operation, and breakdown of events and productions, ensuring that all technical and facility requirements are completed safely and efficiently.
- Operate, inspect, maintain, troubleshoot, and service visual and performing arts equipment in each PAC space, including theatrical lighting, sound, video, rigging, soft goods, Marley flooring, acoustical shells, staging equipment, tools, and related supplies.
- Maintain a current working knowledge of industry-standard techniques and practices for stage operations, lighting, sound, video, rigging, scenery, and theatrical equipment installation.

- Coordinate front-of-house activities during events, including box office operations, ushers, house management, patron services, and other assigned personnel.
- Collaborate with the PAC Coordinator to develop work schedules and identify maintenance periods that support the safe and efficient operation of each performance and support space.
- Train, schedule, guide, and supervise technical staff, student interns, and student volunteers as assigned while modeling professional conduct, communication, safety, and workplace expectations.
- Assist with the supervision, design, preparation, and execution of technical elements for theatre, dance, band, choir, orchestra, meetings, presentations, and other events at both the student and professional levels.
- Work collaboratively with PAC staff to maintain clean, orderly, accessible, secure, and safe environments for employees, students, performers, renters, and patrons.
- Assist the PAC Coordinator with facility publicity, publications, marketing, social media, event promotion, and community and district communications.
- Support the development, implementation, and evaluation of long-term PAC programs and practices, including the student internship program, Austin ISD Summer Theatre Series, equipment-borrowing programs, and other districtwide Fine Arts initiatives.
- Communicate directly and professionally with renters, Austin ISD staff, production personnel, vendors, and other stakeholders to identify event needs, explain PAC capabilities and policies, and develop appropriate technical and operational plans.
- Assist with managing an equipment and resource inventory program for Austin ISD campuses, including costumes, lighting and sound equipment, scripts, tools, and other theatrical materials.
- Participate in site visits at Austin ISD campuses to assess theatrical spaces and recommend improvements that promote equity, safety, accessibility, functionality, and instructional effectiveness.
- Work directly with campus teachers and students to provide technical guidance, training, troubleshooting, and approved physical improvements to theatrical equipment and performance spaces.
- Facilitate the troubleshooting, maintenance, and repair of PAC facilities and equipment while coordinating with Austin ISD departments, contractors, and outside theatrical vendors as needed.
- Record and archive events when Austin ISD TV or other district video-production support is unavailable, including the setup and operation of appropriate audio and video equipment.
- Assist the PAC Coordinator and Austin ISD Construction Management with bond-related theatrical planning, design meetings, equipment reviews, campus walkthroughs, installation oversight, and project closeout activities.
- Provide operational, technical, and event support at other Austin ISD campuses and district facilities as assigned, including the Delco Activity Center and Burger Athletic Center, which may require travel between locations.
- Assist with managing and overseeing PAC rental events, including possible Sunday rentals, to ensure facilities are operated safely, efficiently, and in accordance with Austin ISD and PAC policies and procedures.
- Respond to technical, operational, safety, and facility emergencies during events and take appropriate action to protect students, staff, patrons, equipment, and district property.
- Maintain accurate equipment inventories, maintenance records, event documentation, technical specifications, and reports as assigned.
- Comply with all applicable federal and state laws, State Board of Education rules, Austin ISD Board policies and administrative procedures, safety requirements, and PAC operating guidelines.
- Perform other duties as assigned by the PAC Coordinator or appropriate Austin ISD administrator.
- Will help expand State UIL rentals, generating additional revenue and recognition for the Austin ISD PAC.
- Provide an exceptional customer experience for all Austin ISD stakeholders through intentional and professional practices that promote respect, collaboration and safety.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare

situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals, ladders

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting, climbing

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving, occasional climbing, stooping, bending, kneeling, crouching, reaching, pushing, infrequent pulling of weight, moderate lifting and carrying.

Lifting: Frequent moderate lifting and carrying (50 pounds), or greater mass requiring mechanical assistance.

Environment: **S**tandard office or school setting, occasional prolonged hours; districtwide travel, reduced light, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department This position will have contact with administrators, teachers, parents, and visitors.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws..

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	