



**The University of Texas at Austin**, the Flagship of the University of Texas System's 15 academic and health institutions, is seeking applicants for the **Director of Production** within the **Office of Relationship Management and University Events**. The university is the nation's largest, with nearly 50,000 students and approximately 14,000 benefits eligible employees.

- [Information about Austin, Texas](#)
- [Benefits and Resources for UT Staff](#)
- [Information about Office of Relationship Management and University Events](#)

**The Director of Production** will provide technical expertise in order to realize the creative design of university-wide events. Formulate the planning and production schedule for events, monitoring progress, and serving as "clearing house" for technical decisions, issues and problems impacting events. Supervise the execution of the production and infrastructure plans for events and maintain a high level of innovation and quality in the planning and implementation of event production. Develop and prepare meeting agendas, chair event production meetings, and oversee event documentation and record-keeping. Act as primary liaison to campus services, vendors, and other entities providing infrastructure support for events. Train, supervise, and conduct performance evaluations of the production assistant working to support institutional events. Coordinate the event evaluation process essential to continual improvement and actively implement identified improvements. Develop and maintain long-range planning calendars for meetings and events. As time permits, serve as consultant to other UT entities involved in event planning and production. Serve as a member of the Relationship Management and University Events staff team and participate in activities that strengthen and advance the functioning of the office as a whole.

**Qualified applicants** will possess a bachelor's degree in Theatre/Arts Production or related area. Ten years experience in event or theatrical production/coordination in an educational, community, or corporate environment with a focus on technical direction of events or theatrical planning and production. Extensive expertise in technical theatre, including sound, lighting, video, staging, crowd management, safety/security procedures. Ability to function effectively within full range of event development, including grasping abstract ideas, designing technical support of event concepts, managing a diverse production team of staff, temporary staff and vendors, coordinating multiple simultaneous projects. Experience in planning and supervision. Demonstrated excellence in organizational, communication, and problem-solving skills. Ability to sequence and schedule work to conserve resources, time, materials, and funds. Adaptability and ability to think quickly and rationally and remain calm and even-tempered under stressful conditions. Strong budget planning, management, and projection skills. Understanding and capacity to work effectively within an academic setting in a public higher educational environment.

Equivalent combination of relevant education and experience may be substituted as appropriate.

The University of Texas at Austin is an [Equal Opportunity/Affirmative Action Employer](#) and actively seeks women and minority applicants for this position. The position is security sensitive; conviction verification conducted on applicant selected.

**To apply**, please visit the [UT Austin Job Search](#). Search for posting number [08-06-19-01-0442](#), and select the "Go to my resume application" link.

If you do not already have a UT Electronic ID (UT EID), please visit [UT EID Self-Service Tools](#) for instructions on setting up your EID and applying for the position.