



HERITAGE FOUNDATION

WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Cove
ESTATE & GARDENS

Do you have a passion for making concerts, performing arts and events sound a look incredible? If so, your next job opportunity is waiting for you – come join us! The Franklin Theatre is actively recruiting for a **Associate Director of Production & Facilities**.

POSITION SUMMARY: The Associate Director of Production & Facilities for The Franklin Theatre will oversee the production department and is responsible for advancing, organization and leading audio and lighting production details, technical labor, equipment rentals, load-ins and strikes as well as overseeing the general maintenance of the building, grounds and equipment to ensure the facility is safe, functional and compliant with OSHA guidelines. The Associate Director will also work in conjunction with the Senior Audio Engineer to cover all necessary responsibilities within the respective purview.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Coordinate with artist management teams and clients to secure production needs for concerts and rentals, including but not limited to arrival and departure times, technical needs, sound and lighting operators, rider requests, etc.
- Maintain and lead Theatre's equipment safety/protection program by exhibiting fluent knowledge and working understanding of theatrical/production equipment, and to ensure safe, consistent, function and maintenance of Theatre's production gear and related systems for all stage-based presentations.
- Serve as caretaker of Theatre's equipment, sound, lighting, AV gear, tools and directly related items in tandem with SAE
- Define, audit and execute production objectives to fall within established budgets. Advise in real-time on potential budget overruns. Provide clear and consistent communication to Artist's/Client's team, FT Operations, Hospitality, and technical crew. Advise and collaborate with Theatre management team on production costs, for concerts and rental and similar events (supported by SAE).
- Provide financial reporting i.e. Tech costs, internal & vendor equipment rentals, capital expense forecast and purchases, day-to-day sundries, repairs/maintenance, through collaboration with Finance Department.
- Maintain current market knowledge of production technology as it pertains to preparedness in maintaining the Theatre's "state-of-the-art production values. Maintain and keep current a readiness evaluation of all current production gear. Provide timely reports and requests as needed for repairs and updates with input from SAE.
- Directly supervise and direct employees and contractors in accordance with each person's specific role, and in accordance with the Theatre's established procedural guidelines and philosophies. Lead by example. Schedule, assign, hire, train and direct employees and contractors in their duties. Appraising performance, as well rewarding and disciplining as circumstances denote. Create an efficiency of operation, build skills-levels, and resolve issues, in an environment of team-success.
- Oversee and operate Audio system, and Lighting system as needed
- Serve as front-of-house Manager-on-Duty as assigned



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- Regular and reliable attendance, with a varying schedule including days, evenings and weekends
- Perform other duties as assigned

Education and/or Experience: Trade school-level training in lighting or sound; 7+ years professional experience required.

Other Qualifications: Demonstrated lighting and sound production leadership experience. Strong collaborative decision-making abilities. Effective delegation skills and ability to hold staff accountable to high standards of professionalism. General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

If you are interested in this exciting opportunity, please send your resume (including salary requirements) and cover letter to Director of Event Production & Operations Corrie Maxwell at corrie@franklintheatre.com. No phone calls, please.

ABOUT THE FRANKLIN THEATRE

Following a complete restoration by the Heritage Foundation of Williamson County in 2011, the historic Franklin Theatre (Est. 1937), re-opened its doors as a state-of-the-art live music venue featuring performances by world-renowned artists. The theatre also honors its heritage by continuing to show movies. The Theatre's mission is to provide world-class, diverse performing arts experiences to residents and visitors alike and to be a platform for local philanthropic engagement and education, all delivered with unparalleled guest service. For more information about The Franklin Theatre, visit www.franklintheatre.com.

ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic, and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation is the parent organization of three divisions, owning and operating The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current adaptive reuse project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit www.williamsonheritage.org.