



## Job Description

**Job Title:** Technical Manager  
**FLSA Status:** Exempt  
**Salary:** Competitive  
**Division:** GameTime Productions

**Date:** August 2024  
**Supervisor:** Production Manager  
**Dept:** Production Management

### Purpose:

The primary purpose of this position is to oversee technical planning, logistics and technical oversight of live events produced by GameTime Productions. Additionally, this position will occasionally provide technical support to all divisions of Live Media Group, including TNDV and the Live Media division. This position will be responsible for making sure the GameTime and client technical objectives are met.

### Position Responsibilities:

- Works with GameTime staff to provide technical support on all aspects of packaged production.
- Responsible for oversight and hiring of tech managers and tech books for all GameTime events.
- Responsible for making sure all technical equipment is in place for GameTime events, including acquiring rental gear and working with our mobile unit teams to ensure the proper equipment is on the mobile unit.
- Manage all technical aspects of assigned events from the preparation through the strike of the compound.
- Conduct site surveys and follow up with technical documentation along with tech specs and detailed drawings prior to the event.
- Direct and supervise technical staff/crew on site for remote events.
- Act as on-site liaison between the production team, crew and engineers.
- Submit post event technical reports after each event.
- Attend conference calls and meetings as deemed appropriate.
- Be up to date on production technology and enhancements to help achieve the clients' goals.
- Provide technical support to mobile units at TNDV or Live Media as needed.
- Assist with cost-effective solutions for shipping gear and technical decisions.
- Responsible for dealing with time-sensitive materials and decisions.
- Responsible for the handling and relaying of sensitive or confidential information (budgetary, fee-related, nondisclosure, agreements, etc.)
- Extensive travel is required. Must be based in Columbus, Ohio.
- During Production peak times, remains accessible and is often required to work non-traditional days/hours.
- Other duties as assigned.

### Qualifications:

- High school diploma or equivalent required.
- Bachelor's Degree or equivalent experience preferred.
- Must be willing and able to travel as necessary.
- Must be proficient with Outlook, Excel, PowerPoint, Word, and other software applications.
- Excellent communication skills, attention to details and the ability to multi-task in high pressure situations.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

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