



Job Description

Job Title: Production Manager

Status: Exempt

Department: Operations

Division: GameTime Productions, Nashville, TN or Remote

Purpose:

Live Media Group Holdings, LLC is a nation-wide leader for the production, encoding/transmission, creative and broadcast of live events of any scale. Our commitment to the highest quality experience possible for our clients and their viewers has made us the industry leader for live event production and broadcast. The purpose of this position is to oversee day-to-day production management logistics and ensure proper event execution and client business objectives are met.

Position Responsibilities:

Strategic Business Initiatives & Client Relations

- Works with GameTime staff to provide logistical support on all aspects of packaged productions.
- On-Site Production Manager for events as needed,
- Works with outside entities (schools, leagues, production companies, etc.) to ensure everything is in place for the production.
- Responsible for handling and relaying of time-sensitive/confidential information (budgetary fee-related, nondisclosure, agreement, etc.)
- Develop workflows to create efficiencies in a fast-paced, remote-hybrid production environment.
- During Production peak times, remains accessible and is often required to work non-traditional days/hours.

Operations Logistics

- Tracks and communicates potential budget overages and obscurities to Director of Operations.
- Resources and contracts all Generator power needs for on-site broadcasts.
- Oversees Production Coordinator's execution of rental equipment for on-site events such as cable ramps, portajohns, etc.
- Assists with coordinating insurance and contractual compliance.
- Assists GameTime Management team with RFPs and production budgets.
- Works with Coordinating Producer to coordinate VIZ & Clock and Score machines.
- Coordinates logistics for on-location shoots such as insurance, props, waivers, permits, releases, production schedules, wardrobe, and other details, all compliant with the client and Live Media Group's health and safety guidelines.

Schedule Management

- Updates GameTime internal master schedules.
- Facilitates external client document management.
- Works with EP for distribution of schedules with crews and clients.

Production Controls Rooms/Nashville Office

- Works onsite at our Nashville office when productions are in the control room for support.
 - Ensures communal space is clean and organized prior to crew arrival.
 - Oversees all Production Control Room personnel and provides guidance/act as point of contact on site for productions.
- Assists CP & PC with Nashville internship program oversight.

Gear Oversight

- Works with Truck Managers, Tech Managers and EICs to coordinate delivery/pickup times and gear needs including emails with BOLs and Gear movement from site and site.
- Utilizes and upgrades gear inventory trackers for events, and manages along with event-specific reps to ensure proper gear makes it to site.
- Works with SOS or BOLs, tracking and updating as needed, saving files in event-specific Google Drive folders.
- Works with EP, TMS, and CP to coordinate equipment rentals.

Live Media Group/GameTime Productions /TNDV Television/Live Media
2091 Arlingate Lane, Columbus, OH 43228
515 Brick Church Park Drive, Nashville, TN 37207

- Assist with ordering ancillary items (ie. Hard drives) and drops items off to ship as needed.
- Coordinates with CP & PC to track gear internally, both GameTime-owned and client-owned such as clock & score machines, LFH kits and radar guns.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Bachelor's Degree or equivalent experienced preferred.
- Must be willing and able to travel as necessary.
- 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).

Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability or any other status protected under applicable law.