



Job Description

Job Title: Field Shop Manager

FLSA Status: Exempt; Full-time

Salary: Competitive

Division: TNDV – Nashville, TN

Purpose:

The purpose of this position is to oversee and maintain the warehouse facility and grounds of the Nashville field shop and to manage shop activity assisting the field staff for Live Media Group.

Position Responsibilities:

- Responsible for keeping the field shop organized, tidy, and in good working order along with the grounds of the facility.
- Manage the schedule for warehouse staff, oversee daily shop/warehouse operations and collaborate with the Director of Mobile Unit Engineering if any situation arise where additional help or resources are needed.
- Oversee field shop activities and shop staff to ensure workflows are in order for effective prep of equipment to meet client event needs. Verify all outgoing mobile units, fly packs and other rentals are dispatched with correct equipment.
- De-prep returning equipment and mobile units, verifying all equipment is in working order and in its correct location. Ensure all returning equipment and mobile units are returning to show-ready in a timely manner.
- Report and communicate any discrepancies both on outgoing and returning events to keep the engineering team and operations team aware of any potential issues.
- Oversee local event operations including event-related deliveries and pickups along with shipping drop-offs and pickups and other various errands related to company events.
- Maintain the needs list of supplies and expendables for use in the field shop.
- Maintain logs of inventory and repairs to FMP or other appropriate software.
- Work with engineering to assist with managing new engineering apprentices and interns through the field shop phase of their respective programs.
- Assist in the upkeep of Mobile Units and Equipment-Repair/fabricate where necessary.
- Communicate weekly field shop schedule with the Operations and Engineering teams during weekly meetings.
- Assist in any integration projects at the warehouse.
- Ensure safety protocols and procedures are in compliance for the facility.
- Maintain a valid driver's license (CDL with Medical card preferred) and clean driving record in order to take trucks and trailers for maintenance appointments, as well as E2/Drive on shows when necessary.
- Other duties as assigned.

Qualifications:

- Technical or bachelor's degree in communications, Production, Business, or related field desired, however a combination of education and experience will be considered.
- Candidates will maintain a valid driver's license and DOT medical card if applicable. Class A or B licenses preferred but not required. The company may also assist the candidate with securing a Class A or B license.



- Experience working with various software programs such as Microsoft Office, Google Workspace, FileMaker Pro, QuickBooks or similar types of software systems.
- Knowledge of broadcast technology, equipment, facilities, fly packs, and production for commercial and cable TV networks desirable.
- Demonstrated skills in professional communication and an ability to interact with the wide range of individuals.
- Ability to be self-motivated, attention to detail, exceptional organizational skills, and the ability to multitask and meet deadlines.
- Willingness to work, on occasion, weekends and/or holidays along with after hours to help with certain events.
- Although minimal, candidate should be willing and able to travel if required.
- 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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