

**Wingate University**

**Production/Facilities Director**

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate’s main campus is located on 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

**Position Title:** **Production/Facilities Director**

**Position Location:** Wingate Main Campus

**Duties and Responsibilities**:

* Supervise and coordinate technical and production aspects of musical performances in a variety of facilities, including student-facing events, university events and ceremonies, and rental events.
* Perform audio-visual and other technical services in connection with University-wide signature events.
* Manage performance facilities, scheduling and general maintenance as needed.
* Strong communication and organizational skills, the ability to serve in the role of project manager and work collaboratively
* The ability to live-stream as well as capture and edit specified university events.
* Preserve a safe working environment and smooth transitions between events.
* Practical and current knowledge of professional standards of back stage operations, theater safety and fire codes.
* Maintain a safe, clean and presentable environment including performance facilities, work spaces, backstage areas and public areas.
* Train, supervise, schedule and evaluate student and contract employees. Establish a training program for student production crew that can support the programs managed by the campus productions.
* Oversee all technical needs and staffing for Music Department events
* Serve as creative designer for the Music Department: lighting, sound, projection, set building, etc.
* Help the Music Department move past deferral and maintain our accreditation with the National Association of Schools of Music.
* Potential to teach a course-stage management, technical work, lighting design, etc.
* Communicate and collaborate with the Department of Music Administrative Assistant and Wingate Events on staffing and scheduling.
* And other duties as assigned by both the Assistant Vice President of Marketing Events and Music Department Chair.

**Qualifications and Experience:**

* Bachelor’s degree or equivalent experience and education
* 5 years of managerial experience

**Preferred experience**

* Master’s degree
* Prior experience in music production and recording arts
* 6+ years of managerial experience

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In your letter of interest, please include how you would leverage the opportunities of this role to positively impact Wingate University’s efforts around inclusion, diversity, and equity.

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master’s and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University’s motto is “Faith, Knowledge, Service.” Learn more at [www.wingate.edu](http://www.wingate/edu).

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person’s race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*