



position overview

Position: Production Coordinator for Orange Thread LIVE
Job Type: Full Time
Location: Nashville, TN
Department: Live Events
Reports To: Head of Live Events

purpose statement

Assist and execute headache-free events as part of the client-focused team at Orange Thread LIVE.

job description

This full time position is responsible for executing the services performed by Orange Thread LIVE in accordance with brand standards. Candidate must demonstrate the ability to work well with a team who desires to put the needs of our clients first, provide consistent world-class service, and be a part of developing cost-effective solutions that exceed expectations. As a member of the Orange Thread LIVE team, typical tasks may include (but will not be limited to):

- Serve as a senior-level event technician through the leadership and assistance of load-in, load-out, and the operation of audio, video, and lighting equipment.
- Prep and manage rental equipment inventory. Warehouse operations including per show prep/de-prep of both owned and sub-rented equipment.
- Be a crew chief for Orange Thread LIVE by leading teams of contractors, professionals, and/or volunteers.
- Assist Head of Live Events in planning and advancing events, including preparing documentation, drawings, staffing, and pre-production tasks.
- Manage client accounts while on-site at events. At Orange Thread LIVE, relationships are our top priority. All team members are part of building and maintaining these relationships.

key requirements

- High work ethic with a driven, “make-it-happen” attitude that is able to self-manage, yet work with a team.
- Very good organizational and time management skills.
- Knowledge of the risks associated with live event production and a commitment to safety on every event.
- Experience in at least one live event production discipline (ie. audio, video, lighting, rigging).
- Proficient knowledge of the Mac/Apple operating system and basic applications.
- Interest and ability to learn new technology, processes, and software with ease and independence.
- Drive to stay on the forefront of technology and push the boundaries of quality and presentation.’
- Ability to complete physically demanding tasks. (Lifting heavy equipment and loading/packing trucks.)
- Ability to obtain and maintain a standard TN “Class D” Driver’s License and DOT medical card.

company overview

- Company Size: 5 Full-Time Employees, 1 Part Time Employee (and occasional interns).
- Office Located in Nashville, TN (Hillsboro Village)
- Office style: Open space
- Company provides PTO in addition to 23 paid company holidays.
- Position offers partial healthcare reimbursement and cell-phone reimbursement in addition to compensation.
- Position covers workers compensation insurance in addition to compensation.