



Tailgate Guys/PRE Event Resources is growing! We are looking for innovative, self-starters who want to be part of a national organization that is helping reshape game day experiences and enhance year-round interactions with fans' favorite teams. If you have a passion for hospitality, creating guest relationships and want to work in a fast paced, results oriented environment then we want to hear from you.

Tailgate Guys is the leader in pre-game tailgating and year-round events, serving over 40 partners in collegiate and professional sports. At Tailgate Guys we come to serve our guests, partners and team members. PRE Event Resources is the sister company to Tailgate Guys that specializes in year-round event rentals for all occasions.

Job Title **Production Manager**

The **Production Manager** position is responsible for leading a team consisting of Production Coordinators and Installation Crew Members at a group of assigned properties. Specific areas include:

Management

- Communicate culture, morale, and expectations with all direct reports, including frequent conversations with all
- Serve as primary lead for all event execution for partner schools/ properties and PRE locations.
- Develop relationships with direct reports and hourly staff members to establish and maintain high morale, expectations and overall office culture
- Recruit, train, supervise and evaluate Production Coordinator(s) and hourly Event Installation Crew Members
- Manage Employee Point System
- Develop and implement a daily "closing" procedure
- Coordinate weekly production meetings to assist proper scheduling of hourly staff members and to outline operational needs.

Operations

- Working with Production Coordinator and Installation Crew Members, oversee process including (but not limited to) quality control, inventory availability and maintenance, process management, and equipment transfers
- Ensure vehicles are properly equipped to perform specific jobs including loading, unloading and periodic maintenance inspections.
- Create and maintain regular maintenance schedule for all equipment within the region
- Development of weekly production schedule
- Schedule and record hourly staff members work time
- Management of 6-week production plan
- Lead team during installation of tents, table, chairs, AV and other equipment
- Organize operational plans to ensure events are executed at or below budgeted amount

Warehouse Management

- Oversee quality control of all processes and equipment transfers
- Inventory/ fleet maintenance

- Periodic inventory counts for equipment accuracy
- Maintain a well-organized, clean and productive warehouse setting
- Organize warehouse safety programs and ensure that all safety protocols set by the Company are being met

What makes you a great candidate?

This is an excellent opportunity for a team oriented, operations minded individual. The successful candidate will possess excellent interpersonal and communication skills, the ability to gather and synthesize key information and the ability to work effectively with a variety of colleagues.

- Bachelor's Degree or equivalent experience
- Previous management or supervisory experience
- Knowledge of sports and the excitement surrounding in-person events is a plus
- Self-motivation that drives individual results while being a strong team player
- Possess a high energy, strong desire to achieve top results with a charismatic, positive "can-do" attitude
- Effectively communicate in verbal and written forms
- Ability to manage and coach various levels of team members

Tailgate Guys/PRE is an equal opportunity employer that values diversity. All employment is decided on the basis of qualifications, merit and business need. All candidates must be authorized to work in the United States and successfully pass a criminal background check.