



M I D S O U T H A U D I O

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Production Equipment Rental Manager

Summary Statement:

Under the direction of the Director of Live Production, the Production Equipment Rental Manager is responsible for the day-to-day warehouse operations of the live production department. This position is an integral part of the success of our events and ensuring the flawless and on-time delivery of all event equipment. The incumbent must be available to work evenings, weekends and holidays as business needs require.

Essential Functions:

The essential functions of the Production Equipment Rental Manager are, as listed below include, but are not restricted to the following:

- Ability to balance conflicting project deadlines and priorities set by multiple managers without missing key deliverables.
- Directly overseeing the daily loading and unloading of rental inventory to ensure accurate, damage free transit.
- Managing dock operations by coordination inbound and outbound equipment.
- Ability to perform pre and post event inspection, verification and check in and out all equipment to maintain inventory quality and control.
- General equipment repair, thorough cleaning, precision soldering of audio cable and Cat 6 network cable termination.
- Directly overseeing day-to-day administration of the reservation and rental tracking platform.
- Directly coordinating the fulfillment and return of all dry Audio/Video equipment orders.
- Coordinating incoming freight deliveries to include inventory intake and logistics for large scale deliveries.
- Responsible for performing other duties, as assigned.

Job Requirements:

The incumbent will possess:

- Minimum of six years' experience managing Pro audio/lighting/video equipment.
- Proficient experience with Microsoft office applications (Outlook, Excel, Word, etc.).
- Rental software experience (Flex Rental preferred).
- The ability to work independently and as part of a team.
- The ability to maneuver vehicles in and out of dock.
- The ability to lift greater than 50 pounds.

Preferential:

The ideal incumbent will possess:

- Forklift Certification.
- Active DOT Physical card.