

## VISIONAL

# Production Operations Manager

## OBJECTIVE

Objective: ensure project operations are successfully fulfilled with the utmost focus on safety, accuracy, timeliness, and morale

## WHAT WE ARE LOOKING FOR

Visualon seeks a stellar Production Operations Manager who oversees the company's process for delivering equipment and logistics to the production team safely, quickly, and accurately. Working closely with Project Management team, the individual would manage schedules and do hands-on preparation of technical equipment and manage logistics as well as warehouse operations. Additionally, the Production Operations Manager would be in charge of scheduling routine maintenance to keep the equipment running effectively, maintaining exceptional quality standards.

The Production Operations Manager should have strong technical abilities and knowledge to evaluate and improve the process for production prep. Impressive leadership skills are also essential for the ideal candidate to have, as they must motivate and guide their team to complete tasks efficiently. This individual should have effective problem-solving and critical thinking skills to brainstorm quick and logical solutions, able to deliver a world-class experience for both internal and external customers.

## MORE ABOUT VISIONAL

Founded in 2014 by Kyle Means and Jim Steurnagel, Visualon is a production technology agency specializing in production, virtual, experiential, creative, and environmental solutions. Our goal is to develop ideas into cutting-edge visuals that you and your guests will love.

We help clients all over the world create unique visual experiences by combining cutting-edge video and lighting technology with years of expertise in visual engineering. We're friendly, energetic and driven to help our partners develop and execute incredible experiences for their clients. We thrive on building relationships and helping organizations deliver their message through creativity, technology, and collaboration.

**Be nice. Do good work.** That's our motto. Visualon gives you the industry-leading tools and the expert team you need to make your vision a reality. Corporate events, rock shows, interactive installations or brand activations — we're here to help every step of the way, from pre-production to load-out.

Visualon is headquartered in Atlanta, Georgia with offices in and Denver, Orlando, and Los Angeles. Further information is available at [wearevisualon.com](http://wearevisualon.com).

## MORE ABOUT YOU

- Ability to write reports legibly and accurately
- Knowledge of production equipment and tools
- IT skills, especially using inventory software and planning tools
- Excellent organization, communication, leadership, and interpersonal skills
- Planning and organization skills to be able run and monitor the production process
- Ability to act decisively and solve staff or equipment-related problems
- Capacity to grasp complex concepts easily
- Attention to detail to ensure high levels of quality
- Outstanding organizational and leadership skills
- Excellent communication and interpersonal abilities
- Reliable with a respect to confidentiality
- Self-driven, critical thinker who excels with time management and organizational skills
- Excellent written and verbal communications skills
- Experience collaborating with a multidisciplinary team remotely and cooperatively
- Ability to manage priorities, respecting timelines, and critical deadlines
- Ability to manage multiple projects in parallel
- The ability to work under pressure and adapt to changes
- Ability to think critically and be proactive at solving issues
- Excellent communicator to leadership
- Excellent phone and email etiquette
- Comfortable working in the company office, working from home, and in the field
- A high standard of personal integrity & professionalism
- General knowledge of production industry
- Receive feedback productively
- Valid Passport & Driver License
- Ability to pass criminal background check

## YOUR DAY-TO-DAY

- Prepare, organize, and maintain production equipment for all types of events
- Manage warehouse inventory and maintain database
- Coordinate and schedule the movement of equipment throughout the warehouse including storage and shipment of equipment
- Implement daily production and shipping plan, arranging for overflow storage in warehouse
- Manage daily flow of prepared equipment by modifying storage space assignments
- Reviewing purchase orders, pick reports, and shipping documents to ensure accuracy
- Assist in in-house events, including set-up, event assistance, clean-up and strike
- Assist project managers in gathering details on product, equipment, and delivery statuses and shipments
- Provide input to develop processes that make the supply chain more efficient and organized
- Prepares product for shipment by verifying location; directing movement to staging area; resolving problems
- Verify product inventory reports by comparing logs and reports; adjusting entries
- Document actions by completing forms, reports, logs, and records; maintaining databases
- Monitor inventory by completing counts as required
- Coordinate with team members to ensure gear is prepped and ready for upcoming projects

- Manage equipment logistics as required. Consistent packing and prepping of production equipment according to production guides to guarantee that packages are complete and in working order upon arrival
- Understand company processes as outlined in the employee handbook, follows procedures and accurately completes systems entry and paperwork (i.e., time sheets, expense reports, etc.) in a timely manner
- Engage in internal training to maintain proficiency and ensure growth of technical skills
- Participate in company meetings and activities
- Load and unload trucks as needed
- Maintain production schedule
- Decide on and order the resources that are required and ensure stock levels remain adequate
- Take responsibility for equipment maintenance
- Organize the repair of any damaged equipment
- Ensure that health and safety guidelines are followed at all times
- Ensure customer orders are completed on time and that quality standards and targets are met
- Work with managers to implement the company's policies and goals
- Supervise and motivate a team of workers
- Review worker performance and identify training needs
- Provide daily communication with production staff regarding performance, areas for improvement, company news/updates, etc.
- Accurately complete all production documentation and data entry in a timely manner
- Hold employees accountable to their job duties in a fair, consistent and professional manner. Suggest/recommend disciplinary action and assist with deployment when needed
- Control and effectively utilize the production capacity, manpower and equipment and outside resources through planning, organizing and scheduling to minimize losses
- Facilitate communication and develop a shared vision within the team
- Proactively develop and maintain collaborative working relationships with and between all departments
- Develop tools, processes, and communication channels to ensure on time delivery
- Manage local facility maintenance, as required
- Occasionally on call evenings or weekends
- Organize work and focus the team on what needs to be accomplished
- Prioritize in a time-crunched, fast-paced environment
- Project positive attitude while establishing effective professional relationships
- Maintain fluid and effective project schedules
- Communicate and work closely with project team both internally and client-side
- Assist and work with engineering, purchasing, sales, and production teams
- Proactively handle project issues and/or risks
- Team player mentality with a strong sense of purpose within the organization

## OUR OFFER TO YOU

- Base Salary
- Medical Insurance Plan
- Dental Insurance Plan
- Vision Insurance Plan
- Remote Work Flexibility
- 401K with matching contribution
- Profit Sharing Program
- Skills development activities and opportunities for career advancement
- Professional Development Reimbursement Program
- Personal Enrichment Program
- Work environment conducive to personal health and well-being

Those interested should send an e-mail with CV and letter of interest to [careers@wearevisional.com](mailto:careers@wearevisional.com).

Requisition # 22-009  
Availability Full Time  
Location Atlanta, Georgia, USA