



<b>Job title</b>	<i>Director of Stage and Backlot Operations</i>
<b>Reports to</b>	<i>V.P. of Studio Operations</i>

### **Job Summary**

The Director of Stage and Backlot Operations is responsible for the day-to-day oversight and management of all stage, backlot, and office operations on the TPS Fort Mac and Greenbriar lots, as well as TPS warehouse properties. This position requires an in-depth knowledge of studio facility management and production operations to ensure the functionality and profitability of Tyler Perry Studios' real estate assets.

### **Position Type**

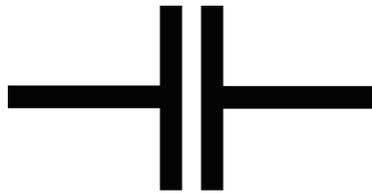
This is a regular full-time position.

### **Essential Functions**

- Manage schedule, and coordinate Studio Rental assets, including Stages, Offices, Back-Lot, Locations, Green Space, Standing Sets, Mill and Support Space, Lock-Ups, and On-Lot Housing.
- Generate Stage, Office, and Back-Lot proposals and Schedule A's under the guidance of the Director of Studio Operations
- Coordinate with Studio Operations' Billing Department to ensure all Studio Rentals billings are current.
- Provide up-to-date reporting of Studio Rentals utilization, as well as forecasting upcoming needs and bookings.
- Coordinate with Client Services and Facilities departments to ensure all client requests and projects are reported, managed, and billed as needed.
- Generate Orders and manage lifecycles of all Studio Services jobs, Tenant Improvements, and Site Wrap/Damage repairs.
- Direct Stage Managers and Security in accordance with client shooting schedules. May need to fill Stage Manager role as department is being developed.
- Attend, and occasionally lead, production scouts. Making sure to take thorough notes, addressing, forwarding, and/or coordinating as necessary.
- Manage the customer service experience, and simultaneously the studio's financial, procedural, and safety standards.
- Manage and coordinate on-lot production rentals assets, including but not limited to Picture Cars, Camera, Sound, Video, Post Production Rentals, Set Supplies, and Office Equipment.
- Schedule Post Production Suites for internal productions.
- All other duties as assigned.

### **Competencies**

- Film Studio Management
- Production Set Experience
- Financial Reporting & Accountability
- Customer-Oriented Personality
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility



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### Work Environment

This job operates in a both a clerical, office setting, as well as a warehouse setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, in addition to equipment including, but not limited to, forklifts, pallet-jacks, stakebed trucks, and box trucks.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this position must be alert and in good physical condition, and able to exert focus and physical strength for prolonged periods of time.

### EEO Statement

Tyler Perry Studios provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tyler Perry complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Tyler Perry Studios 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. Improper interference with the ability of Tyler Perry Studios employees to perform their job duties may result in discipline up to and including discharge.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_