



## **TECH25 / 25 CARRICK AVE PROJECT**

*Center for Production Arts*

### **Position: Production Manager & Career Pathways Coordinator**

**Department:** Workforce Development / Production

**Reports to:** Executive Director / Director of Operations

**Status:** Full-Time

**Compensation:** \$28 per hour to start, with opportunity for increase following a 90-day introductory period

**Duration:** One-year position with opportunity for renewal

### **About Tech 25**

Tech 25 provides hands-on education, mentorship, and pathways to employment in live event production, broadcast, audiovisual technology, and the creative industries. Through classes, workshops, apprenticeships, and real-world production experiences, we help young people and adults develop technical skills, professional confidence, and connections to careers in the industry.

### **Job Summary**

Tech 25 is seeking an energetic, organized, and technically versatile **Production Manager & Career Pathways Coordinator** to help connect our training programs with real-world production experience and employment opportunities.

This position sits at the intersection of **production, workforce development, education, and industry engagement**. The Production Manager & Career Pathways Coordinator will help coordinate productions and technical projects involving Tech 25 staff, students, and apprentices while also helping participants move from training into paid work, apprenticeships, freelance opportunities, and long-term careers.

The ideal candidate understands multiple areas of production technology including audio, lighting, video, broadcast, music production, AV systems, or live events, but does not need to be the organization's foremost technical expert in every discipline. More important is the ability to understand production needs, coordinate people and resources, communicate clearly, solve problems, and know when to involve other technical specialists.



A major focus of this position will be working directly with **older teens and young adults**. This person will help participants understand professional expectations, identify their strengths and interests, prepare for employment, and gain meaningful real-world experience.

This is a highly collaborative and people-facing role. We are looking for someone who is **outgoing, dependable, organized, proactive, and comfortable communicating with students, staff, employers, production professionals, and community partners**.

## **Core Areas of Responsibility**

### **Production Management & Coordination**

- Help coordinate productions, events, technical projects, and off-site opportunities involving Tech 25 staff, students, apprentices, and alumni.
- Assess basic production needs and coordinate appropriate staff, student crews, equipment, schedules, and technical resources.
- Help manage production schedules, crew calls, assignments, load-ins, setups, rehearsals, show calls, breakdowns, and follow-up.
- Communicate production expectations, schedules, responsibilities, and changes clearly with participating staff and students.
- Match students and apprentices with production roles appropriate to their skill level and experience.
- Work with Tech 25's technical staff and instructors to identify when specialized technical leadership is needed.
- Help maintain professional production standards related to communication, organization, safety, equipment handling, and crew expectations.
- Turn Tech 25 productions and community events into intentional hands-on learning and workforce-development opportunities.
- Help identify equipment issues, production needs, and workflow improvements and communicate them to appropriate staff.

### **Career Pathways & Workforce Development**

- Help participants move from Tech 25 training programs into paid work experiences, internships, apprenticeships, freelance opportunities, and employment.
- Develop relationships with production companies, venues, AV integrators, broadcasters, manufacturers, unions, contractors, and other industry employers.
- Learn the skills, expectations, and hiring needs of Tech 25's employer partners and help prepare participants accordingly.
- Maintain awareness of available gigs, internships, apprenticeships, entry-level positions, and other industry opportunities.



- Identify students and alumni who are ready for opportunities and help make appropriate matches.
- Assist participants with resumes, interviews, professional communication, networking, portfolios, and job-readiness skills.
- Prepare participants for professional expectations including punctuality, communication, appearance, teamwork, accountability, and workplace conduct.
- Follow up with participants and employers after placements to identify successes, challenges, and additional support needs.
- Help maintain records of participant training, credentials, work experiences, placements, and career progression.
- Work with Tech 25 leadership to strengthen pathways between education, apprenticeship, employment, and long-term career advancement.

### **Youth Mentorship & Student Development**

- Serve as a consistent mentor and positive professional role model for older teens and young adults.
- Support participants in programs including GAP Year, Start On Success, Learn & Earn, Gear Labs, and other workforce initiatives.
- Build relationships with students and understand their technical interests, strengths, challenges, and career goals.
- Help students develop confidence, independence, communication, problem-solving, teamwork, and professional accountability.
- Provide individual or small-group technical instruction and coaching when additional support is needed.
- Encourage participants to take on increasingly challenging production responsibilities as their skills develop.
- Help address issues that may prevent participants from successfully transitioning into professional environments.

### **Education & Technical Training**

- Teach or assist with introductory production concepts in audio, live sound, lighting, video, broadcast, music production, AV, and related technologies.
- Fill in for instructors and provide classroom support when needed.
- Work alongside Tech 25 educators to connect classroom instruction with the skills employers are seeking.
- Help identify training gaps based on feedback from employers and real-world productions.
- Develop workshops, labs, demonstrations, and production experiences that prepare students for employment.



- Continue developing personal technical knowledge through Tech 25 training, manufacturer programs, certifications, and hands-on experience.

### **Employer, Industry & Community Engagement**

- Represent Tech 25 with employers, production companies, venues, schools, workforce partners, manufacturers, and community organizations.
- Build and maintain relationships that create training, mentorship, equipment, employment, and work-experience opportunities for participants.
- Attend career fairs, industry events, conferences, community events, and partner meetings.
- Give tours, demonstrations, presentations, and program overviews to visiting groups.
- Communicate Tech 25's workforce-development mission and help industry partners understand how they can engage with students and programs.
- Help identify new employers and industry partners who can provide meaningful career opportunities.

### **Cross-Department Collaboration**

- Work closely with Tech 25's education, workforce development, operations, partnerships, events, and technical teams.
- Participate in staff planning, production, student-support, and program-development meetings.
- Maintain clear communication about upcoming productions, employment opportunities, participant needs, and employer feedback.
- Help identify gaps and propose solutions rather than waiting for problems to be assigned.
- Step into programs, productions, events, and organizational initiatives where additional leadership or support is needed.

### **How to Apply**

Interested candidates should submit a resume and a brief introduction explaining their experience with production technology, education, youth mentorship, or live events, and why they are interested in working with Tech 25.

**To apply:** Send materials to [info@tech25.org](mailto:info@tech25.org) with the subject line “**Production Educator & Youth Mentor**”

**Applications will be reviewed on a rolling basis until the position is filled.**



# TECH25

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[tech25.org](http://tech25.org)

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