

Position: Theater and Events Manager	Position Number:
Department: Maintenance & Operations	FSLA: Non-Exempt
Reports to/Evaluated by: Director of Facilities, Maintenance & Operations	Salary Grade: 41

Summary

Provides oversight, logistics, and technical direction for District and community theater production planning, designing and setting up, theater operations, coordinating assignments and training of technical staff, and ordering of supplies and materials that support performances. Ensures that theater and stage equipment are maintained in a clean and safe condition.

Distinguishing Career Features

The Theater and Events Manager the second and senior level position in a career path for supporting general theater operations, theater and related productions. The Theater and Events Manager requires the ability to coordinate and integrate all the services required for successful presentations and performances. The Theater and Events Manager also serves as the point of contact for scheduling events and assurance that outside groups comply with the District policies on facility usage.

Essential Duties and Responsibilities

- Establishes and maintains the production calendar. Works with administrators, teachers, and non-district groups to set schedules that optimize use of the facility.
- Provides technical leadership for the operation of the theater and productions, presentations, and events. Facilitates pre-event planning and sequencing of activities, staffing, materials and supplies, and set up.
- Provides multimedia and staging support to presentation rooms such as but not limited to Board and other large meeting venues.
- Trains student and other assistance to serve as the technical staff for performances.
- Recommends stage equipment and supplies to be ordered. Requisitions items and picks up and delivers equipment and supplies for the theater. Operates audio, multimedia, special effects and lighting systems.
- Confers with individuals and groups, both on-and off-campus to provide information on facility usage and capability, available equipment, and scheduling. Provides technical assistance to those using the theater equipment.
- Provides technical assistance and supervision to outside groups who rent theater, including monitoring activities for safety and cleanliness.
- Assists with developing budgets for theatrical productions. Maintains approved budgets. Monitors production costs and provides billing information. Maintains inventories of

materials and equipment necessary for the operation of performance spaces.

- Trains and may operate and maintain a variety of woodworking tools, lighting equipment and sound equipment used in the technical operation of the theater.
- Maintains and enforces fire, safety and health regulations. Provides technical assistance and supervision at the facility when rented by non-district groups.
- Consults with venue users, and may design and participate in setting up lighting, multimedia, sound effects, stage carpentry and set construction
- Designs and may construct rigging and other devices for special effects.
- Contributes to expansion and upgrade of fixtures and infrastructure that enhance theater functionality.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires technical specialization and knowledge in theater arts production with concentration in technical aspects. Requires in-depth knowledge of the steps and sequences needed to organize and implement logistical, technical, and creative services that support theatrical productions. Requires in-depth knowledge of the installation, maintenance, and repair and calibration and integration of lighting, sound, special effects, and other theatrical equipment. Requires in-depth knowledge of stage design and scene construction, painting, and rigging. Requires a working knowledge of the operational methods of scene shops and other theatrical support functions. Requires well-developed informal leadership and organizational skills. Requires knowledge of personal computers, video and audio systems, and related software programs. Requires sufficient communications skills to build harmony among co-workers and convey technical concepts to others.

▪ **Abilities**

Requires ability to successfully see to the production of multiple programs throughout the district, including planning, organizing and budgeting. Requires the ability to provide technical leadership to professional staff and/or students in area of expertise. Requires the ability to successfully see the production of multiple programs throughout completion. Requires the ability to teach and instruct others. Must be able to insure that safety is a priority focus in construction of sets and production of programs. Requires the ability to manage the business aspects of the area of assignment, including reporting, record keeping budget preparation and administration, facilities and staff management. Requires ability to work with staff in stressful or high pressure situations created by strict deadlines. Requires the ability to teach and instruct others. Must be able to insure that safety is a priority focus in construction of sets and production of programs. Requires the ability to manage the business aspects of the area of assignment, including reporting, record keeping budget preparation and administration, facilities and staff management.

▪ **Physical Abilities**

Requires periods of extended standing plus intermittent periods of pushing pulling, stooping, kneeling, and carrying and lifting of materials weighing 20 - 50 pounds.

Requires visual acuity to observe work of others and design sets and props, strong arm, hand and finger dexterity to use tools, and hand/eye coordination to operate keyboard and other office machines. Requires auditory ability sufficient to carry on conversations and hear voices and signals.

- **Education and Experience**

The position typically requires a Bachelor's Degree in theater arts or related field and 3 years of experience in theatrical production, set construction, maintenance, operation and purchasing of stage equipment. Additional progressive experience may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid drivers license.