

ASSISTANT THEATER MANAGER

DEFINITION

Under general supervision, coordinates and oversees College Theater technical production aspects, including the operation and maintenance of equipment; assists the Theater Manager in all phases of Theater facility operations, and performs professional level work in the production of performances; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class has a dual role: assisting the Theater Manager in all phases of the operation of an on-campus theatrical facility, as well as providing skilled technical advice and expertise to individuals and groups staging productions in the theater facility. This class is distinguished from Theater Manager in that the latter has responsibility for the day-to-day operation and administration of the Theater.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in coordinating and overseeing the use and operation of the on-campus Theater facility
- Provides input into the development of policies, guidelines and procedures related to theater activities
- Confers with individuals and groups, both on- and off-campus and provides information regarding facility usage, available equipment and scheduling dates
- Provides expert technical assistance to those using the theater equipment
- Provides advice to users regarding performance production aspects
- Enters and retrieves data from a personal computer to produce reports regarding expenditures, schedules, production estimates and other matters
- Recruits and directs the work of part-time staff and student assistants to provide technical production and ushering support
- Provides instruction to staff and volunteers in work and safety procedures
- Assists in coordinating activities and arranging details for rehearsals and performances, distributes information regarding the facility to interested parties and encourages use of the facility
- Resolves production and facility usage problems
- As assigned, is responsible for the operation of sound, lighting and other production equipment during productions
- Recommends equipment maintenance and purchase
- Maintains records of and takes inventory of Theater equipment
- Maintains accurate records and files
- Serves as the Theater Manager on a relief basis
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Technical requirements and procedures for the production of varied theatrical activities
- Budgetary, administrative and coordinative techniques and methods related to the operation of a performing arts facility
- Technical requirements and procedures for the production of varied performing arts activities
- Techniques for dealing with individuals from various cultural backgrounds
- Standard office practices, including recordkeeping
- Business mathematics
- Basic supervisory principles and practices

Skill in:

- Assisting in the coordination and oversight of a theatrical complex
- Interpreting, applying and explaining policies, rules and regulations
- Scheduling, directing and reviewing the work of others
- Providing work and safety instruction to others
- Exercising sound judgment within policy and procedural guidelines
- Maintaining accurate records and files
- Preparing clear and effective written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess a valid California drivers license
- Must be willing to work evenings and weekends, depending upon rehearsals and performance schedules

Education and Experience:

A typical way of gaining the knowledge, skills and abilities outlined above is:

Equivalent to completion of two years of college with major coursework in a performance or performing arts production or management curriculum or in a field related to the work and two years of experience in overseeing, coordinating or managing a performance arts facility or organization. Additional experience as outlined above may be substituted for the education on a year-for-year basis.