THEATER MANAGER

DEFINITION

Under direction, coordinates and oversees the use of the College theater; personally performs responsible work in the production of performances by faculty, students, community groups and professionals; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for overseeing staff and activities related to the functioning of an on-campus theatrical facility, which is used by both on-campus and off-campus groups. Successful performance of the work requires both organizational skills and written and oral communication skills to ensure the College regulations and policies are followed while providing maximum facility use and resultant income to the College.

EXAMPLES OF DUTIES (Illustrative Only)

Prepares, recommends and implements guidelines and procedures related to the use and operation of the on-campus theater facility; coordinates and oversees all activities of the theater; confers with faculty and administration to determine on-campus use of the facility; confers with representatives of community groups, professional entertainers and others regarding facility usage, available equipment and scheduling dates; recommends equipment purchase and monitors expenses; arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion; recruits, selects and schedules part-time staff and student assistants to provide technical production and ushering support; instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of lighting, sound, communication, draperies, seating and other facilities and equipment; acts as liaison between theater users and College staff, 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; receives, inspects and arranges for the proper storage of theater equipment; maintains records of and conducts periodic inventories of such equipment; may personally operate lights, sound and other equipment during rehearsals and production; maintains accurate records and files and prepares reports, correspondence and other written materials related to the work.
QUALIFICATIONS

Knowledge of:

- Principles and techniques of overseeing a theatrical facility operation and maintenance
- Technical requirements and procedures for the production of varied performing arts activities
- Operation and maintenance of theater facilities and equipment
- Techniques for dealing with individuals from diverse cultural and ethnic backgrounds
- Organizational, scheduling and administrative principles and practices
- Safety practices related to the work
- Basic budgetary principles and practices
- Standard office practices, including recordkeeping
- Business mathematics
- Basic supervisory principles and practices

Skill in:

- Coordinating and overseeing the operation of a theatrical complex
- Interpreting, applying and explaining policies, rules and regulations
- Planning, organizing and assuming responsibility for theater operations and maintenance
- Scheduling, directing and reviewing the work of others
- Providing work instruction to others in work and safety procedures
- 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 driver's license. Must be willing to work evenings and weekends, depending upon rehearsals and performance schedules.

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

Equivalent to completion of two years of college with major coursework in a performing arts or performance production curriculum or in a field related to the work and three 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.