

THEATER MANAGER

Position Details

Class Code: 4270

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: Pay Grade 55 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, manages the day-to-day operations of a school-based theater.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for the daily operation of the school theater.
2. Schedules, coordinates, and supervises the use of the theater for both the school and public requests.
3. Assists department chairperson in meetings with clients to discuss their particular event.
4. Assists departments in staging and responsible for all technical aspects of productions, as assigned by administration.
5. Coordinates public relations for school-based productions (i.e., tickets, posters, media).
6. May monitor budget for expenses for the theater; accounts payable, and receivable.
7. Monitors the billing and collects monies for theater usage.
8. Conducts monthly inventories of supplies and equipment.
9. Inspects facility and equipment routinely for maintenance; responsible for the performance, maintenance, and repair of equipment in the sound booth and throughout the theater.

10. Assists in building stage scenery.
 11. Recommends procedures and operational changes.
 12. Supervises student workers and provides necessary training for those assigned to work in the theater.
 13. Orders supplies and equipment as necessary for theater usage.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for the daily operation of a school-based theater.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of fire codes as they apply to theaters.
2. Knowledge of electrical codes as they apply to temporary installation in theaters.
3. Knowledge of computer lighting system.
4. Knowledge of small hand and power tools.
5. Knowledge of mechanical equipment.
6. Knowledge of developing schedules.
7. Knowledge of sound and lighting equipment, staging, and theater props.
8. Knowledge of stage fly systems.
9. Knowledge of techniques of scenery construction.
10. Knowledge of basic bookkeeping skills.
11. Ability to interface sound systems and electrical systems.
12. Ability to use computer for graphic design and public relations.
13. Ability to determine procedures for handling unique problems.
14. Ability to coordinate multiple projects efficiently and effectively.
15. Ability to plan and organize work.
16. Ability to meet predetermined deadlines.
17. Ability to work independently.
18. Ability to communicate clearly orally and in writing.
19. Ability to safely move and relocate heavy objects.
20. Ability to work flexible hours and shifts.
21. Ability to work in confined areas.
22. Ability to withstand heights and perform work safely.

23. Ability to work cooperatively with employees, students, outside agencies/organizations, and the public.
 24. Ability to recognize and report hazards and apply safe work methods.
 25. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years work experience in theater related activities including technical theater and production management; or, Five (5) years technical experience in theater operations/studio lighting, sound, video, edit and recording processes.

Licenses and Certifications

None Specified.

Preferred Qualifications

1. Supervisory experience.
 2. Post high school work training in the theater and/or technical theater.
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Document(s) Required at Time of Application

1. High school graduation or other equivalent, (i.e., GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - theaters and offices in schools and departments throughout the District.

Work Environment

Strength

Medium/heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Vision: Frequent near and far acuity, depth perception and focal length change, and color vision. Vision to read printed materials, a Video Display Terminal (VDT) screens or and other monitoring devices.

Environmental Conditions

Climate-controlled office settings and exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Exposure to electric shock, furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Hand and power tools, electronic test equipment, stage scenery (props) and TV production equipment (studio lighting, sound, video, edit, recording and cameras), personal computers, printers, telephones, fax machines, copy machines, calculators, tape recorders, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 02/09/21
- Created: 05/04/93