

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 daily 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 daily school theater operations.
2. Schedules, coordinates, and supervises theater use by the school and the public.
3. Assists department chair in event planning meetings with clients.
4. Assists departments in staging; responsible for all technical aspects of productions, as assigned by administration.
5. Coordinates public relations for school-based productions (i.e., tickets, posters, media, etc.)
6. May monitor theater expenses/budget, including accounts payable/receivable.
7. Monitors billing and revenue collection for theater usage.
8. Conducts monthly supply/equipment inventories.
9. Routinely inspects facility/equipment for maintenance needs; responsible for the performance, maintenance, and repair of the theater's equipment.
10. Assists in building stage scenery.
11. Recommends procedures and operational changes.

12. Supervises student workers; provides necessary training for those assigned to work in the theater.
 13. Orders supplies/equipment needed 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 daily operations 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 theater installations.
3. Knowledge of computer lighting systems.
4. Knowledge of small hand/power tools.
5. Knowledge of mechanical equipment.
6. Knowledge of scheduling.
7. Knowledge of sound/lighting equipment, staging, and theater props.
8. Knowledge of stage fly systems.
9. Knowledge of scenery construction techniques.
10. Knowledge of basic bookkeeping skills.
11. Ability to interface with sound/electrical systems.
12. Ability to use computers 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/organize work and work independently.
16. Ability to meet predetermined deadlines.
17. Ability to communicate clearly, verbally and in writing.
18. Ability to safely move/relocate heavy objects.
19. Ability to work flexible hours/shifts.
20. Ability to work in confined areas.
21. Ability to withstand heights and perform work safely.
22. Ability to work cooperatively with employees, students, outside agencies/organizations, and the public.
23. Ability to recognize/report hazards and apply safe work methods.

24. 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 theater operations, production management, etc.; or, Five (5) years' technical experience in set design, studio lighting, sound, video, editing, recording, etc.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

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

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Theaters and offices in schools/departments throughout the Clark County School District.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 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, via video conferences and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. 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) screen, or 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 hazards, 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/power tools, electronic test equipment, stage scenery/props, TV production equipment (studio lighting, cameras, microphones, etc.), computers, printers, telephones, fax machines, copiers, calculators, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 05/04/93