

LAGUNABEACH UNIFIED SCHOOL DISTRICT
Job Description: Theatre Manager (Classified Management)

BASIC FUNCTION:

Under the general supervision of a designated site administrator, and direction of the Director of Facilities, to plan, direct and supervise technical operations and managerial functions in the Artists' Theater; to perform a variety of technical and managerial tasks relative to the preparation and production of school and community events; to serve as a consultant to district staff and to help them with theatrical events on the other school sites; coordinate the use of The Artist's Theatre for internal and external groups through the district's facility use process.

ESSENTIAL DUTIES

- Prepare and maintain the Artists' Theatre master calendar of shows providing clear communication with high school administration, the Activities Office and the Performing Arts teachers.
- Maintain a good working relationship with the high school, district and community in all uses of the Artists' Theatre. Be an advocate for the district in all non-district uses of the Artists' Theatre.
- Maintain regular hours in the Artists' Theatre as determined by the theatre schedule & high school administration to ensure good communication with site, district, and users.
- Respond promptly to all phone calls and communication regarding the Artists' Theatre and its use/maintenance.
- Attends the Performing Arts Booster meetings as a representative of the district..
- Plan, design, direct, implement and manage all technical operations in The Artist's Theatre. Act as resident scenic, lighting and sound designer on all high school productions as requested. Operate lighting, rigging and sound systems for high school productions, event and assemblies, district use and community use. The Theatre Manager or his designee is the Technical Director for all events in the Artist's Theatre.
- In conjunction with administration, develop and administer a yearly operations budget for the Artists' Theatre.
- In conjunction with Facilities Department, ensure that outside users have a valid use permit prior to providing use of the facility.

- Work with Human Resources to recruit, interview, and hire qualified staff to support the theatre. Train and direct the activities of and supervise all subordinate technical theater staff at the high school. Supervise all stage crews for school and community events.
- Request, inspect and follow up on regular high school maintenance and custodial needs for The Artist's Theatre. Establish short-term and long-term maintenance plans and work with the Director of Facilities and high school administration to ensure the Artists' Theatre is maintained according to all federal, state and local facility safety standards.
- Participate on committees, which recommend capital outlays for the purpose of enhancing the Artists' Theatre. Make determinations as to needs for equipment purchases for the Artists' Theatre to keep it a world-class performing arts facility.
- Determine and manage appropriate use of Artist's Theatre facility space and configurations.
- Determine appropriate needs, purchase theatrical equipment and supplies for LBHS theatres. Follow established District business practices using the purchase order process.

OTHER REPRESENTATIVE DUTIES

- Other related duties as assigned.
- Plans, coordinates, arranges, and conducts appropriate training for theatre support personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Journey-level skills in at least two of the following disciplines: electrics, scenic carpentry, audio and stage rigging.
- In-depth knowledge of performing arts, scene design lighting, sound/electrical equipment, special effects, and theater equipment/facility maintenance. Basic knowledge of contracts, budgets, and accounting. Strong computer, organization, management, communication, and interpersonal skills.

Ability to:

- The ability to walk, climb stairs, operate a computer, a telephone, operate basic hand tools and possess the physical strength and dexterity to operate basic and traditional theatre equipment.
- Explain information related to day-to-day or recurring issues.
- Establish and maintain cooperative and effective working relationships.
- Assign, review and evaluate the work of others. Train, supervise, and recommend disciplinary actions of personnel.
- Compose letters, memos, reports, or documents of a unique or non-recurring nature.
- Deal with issues or problems that often require assessment and reasoning before coming up with an approach or solution. The search for solutions may be accomplished quickly, but usually requires assessment and analysis of various alternatives based on standards or approaches defined by the appropriate professional/technical discipline.

MINIMUM QUALIFICATIONS

Education:

High school diploma or equivalent, bachelor's degree in technical theatre or management is desirable.

Experience:

Minimum of five years technical theatre production and management experience.

WORKING CONDITIONS

Environment:

- Indoor theatre environment.
- Indoor and outdoor environments subject to occasional dark/dusty confined spaces.

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently use hands to handle or feel objects, tools, or controls and talk or hear.
- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move theatre settings and equipment weighing up to 100 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus for purposes of reading documents, diagrams, labels, and other printed materials.
- Ability to communicate, hear, and understand speech at typical levels in person and on the phone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable amount of time.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions, and limitations of assigned duties.

Other Conditions:

The individual is required to use a personal vehicle to visit school and community sites, to attend periodic meetings and productions, and/or travel within and out of city boundaries. The individual may be required to work extended hours beyond the normal workday. The position is exempt from overtime compensation.