
Title: Parish Arts Theater Manager
Classification: Salary; Exempt

Status: Full-time; 12 months
Reports to: Director of Parish Arts

JOB SUMMARY

Parish Episcopal School seeks an experienced and collaborative Theater Manager to join a dedicated arts team. This role facilitates the Noble Family Center for the Performing Arts, a 50,000 sq ft facility that includes a 600-seat performance hall, a black box theater, scene shop, music hall, film room, two dance studios, and more. Excellent diplomacy and communication skills are key to this role in addition to experience working with students and a deep understanding of the needs of performing arts groups. The Parish Arts Theater Manager is a full-time, year-round position and reports directly to the Director of Parish Arts.

Parish Episcopal School is a Pre-k through 12th grade coeducational private school of approximately 1190 students located on two campuses in north Dallas. Parish is committed to a high-quality college preparatory experience and engaging students in a balanced learning environment through challenging core curriculum and strategic programs that develop and inspire.

In Parish Arts, we encourage creativity through meaningful immersive experiences that nurture and ignite passions for the performing and visual arts. We strive to enrich the lives of students and foster belonging in the community as performers, creators, and appreciators of all arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Schedule and supervise all events in the Noble Performing Arts Center including scheduling, set-up, presentation, and strike (tear down).
 - Coordinate the technical demands of overlapping productions, performances and events using the Noble in collaboration with the tech specialist, production directors, and other school staff.
 - Coordinate the technical demands of single-date events as needed by the greater school community into the overall schedule. These events may take place during the school day or may require the Theater Manager to be available during evenings and/or weekends. This includes providing technical support for school-based programs.
 - Maintain safety and efficiency of all Noble technical facilities: physical plant, stage rigging, construction area, lighting, and sound equipment.
 - Maintain an accurate master calendar of all events in the mains performance space, Eller Hall, and serve as the contact person/resource for staff/administration in planning events. Event Ticketing and box office management.
 - Develop a working relationship with maintenance and technology departments to support requirements for all Noble spaces.
 - Work with external contractors on issues ranging from floor replacement to lighting repair and special effects.
 - Foster a professional, collegial relationship with all production coordinators, and school personnel involved in productions, programs, and events.
 - Manage and train “student Noble employees” who assist in setting-up productions, running performances, and striking events.
 - Work with students who have a range of academic levels and interpersonal capacities to develop individual skills as well as a group work ethic within the student technical production team.
 - Interface with Extend and outside vendors wishing to rent the Noble spaces, including management of rental contracts.
 - Maintain supplies and materials necessary to run the Noble spaces.
 - Manages the budget for the Noble in partnership with the Director of Parish Arts.
 - Support and assist technical direction for theatrical productions as necessary.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Potentially Serve as an Advisor/Co-Advisor
- Attends Staff Development Meetings
- Attends School Functions as needed

- Attends Conferences for Professional Development

- Attends Department Meetings
- Attends Daily Chapel

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- A degree in performing arts, technical theater, education, or a related field preferred.
- Experience working in a performing arts venue, ideally in an independent or leading public/charter school setting.

Job Knowledge, Skills, and Abilities:

- Demonstrated achievement in their area of artistic practice.
- Experience working with youth ages 3-18 in their artistic field.
- Technical understanding of working in a theater environment including operation of a sound board and light board. Experience in technical directing is preferred.
- Experience working in a collaborative environment.
- A commitment to progressive, student-centered, and personalized teaching and learning practices.
- Demonstrated success initiating and managing multiple tasks simultaneously without direct oversight.
- Tact and skill working with faculty, students, and parents.
- Experience Coordinating complex schedules between different individuals.
- Adept at conflict resolution.
- Good listening skills and a strong work ethic.
- A sense of humor.
- Must be able to meet physical requirements of the position.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling

- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
