

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COORDINATOR I, THEATER OPERATIONS

CLASSIFICATION: Certificated / Classified Management

REPORTS TO: Principal

DESCRIPTION:

The Coordinator I, Theater Operations is responsible for overseeing the daily operations of the school theater and related facilities, and ensuring the smooth and safe execution of events and productions. This role includes managing technical equipment, coordinating events, supervising staff and volunteers, and ensuring compliance with safety regulations. The Coordinator I, Theater Operations will also foster community engagement by promoting the use of the theater for both school and community events. This position requires night and weekend work to support performing arts activities.

PERFORMANCE RESPONSIBILITIES:

- Oversees the day-to-day operations of the theater, including scheduling and facility preparation.
- Maintains and organizes theater equipment, props, and costumes to ensure proper storage and accessibility.
- Coordinates with outside groups to facilitate theater use, ensuring compliance with district policies.
- Operates and maintains theater systems such as lighting, sound, and rigging.
- Provides technical support for rehearsals, events, and performances, including setup and troubleshooting of equipment.
- Collaborates with staff and community partners to plan and execute performances, concerts, and other events.
- Serves as the primary point of contact during events, ensuring smooth operations and addressing any issues that arise.
- Ensures compliance with safety regulations, conducts regular inspections, and addresses safety concerns.
- Assists in developing and managing the theater's budget, tracks expenses, and recommends purchases.
- Leads and manages theater technical staff and student crews, including recruitment, training, and evaluation of their performance.

- Fosters a collaborative work environment to ensure smooth operation of all productions and events.
- Develops and maintains scheduling procedures and systems to optimize theater use.
- Holds production meetings to understand the technical needs of prospective users and supports event execution.
- Develops and promotes the theater as a community resource through outreach and marketing efforts.
- Attends performances as needed to ensure successful theater operations during events.
- Supervises and evaluates theater staff.
- Assists in the selection, supervision, and evaluation of personnel.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Written and verbal communication skills; presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
- Principles of theater management and production.
- Operation and maintenance of technical theater systems, including lighting, sound, and rigging.
- Safety regulations, including fire codes and emergency procedures.
- Budget management and resource allocation for theater operations.
- Methods for engaging and promoting community involvement in theater use.

ABILITY TO:

- Establish and maintain positive relationships with students, staff, and community members.
- Work collaboratively and interact effectively with employees, students, and community/government agencies.
- Working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment.
- Lead, organize, plan, manage and prioritize multiple projects.
- Stand for long periods, climb ladders, and work in confined or elevated spaces.
- Coordinate and manage multiple projects and events simultaneously.
- Operate and maintain theater equipment safely and effectively.
- Prepare budgets and manage resources to support theater operations.
- Train and supervise students and staff in technical theater skills.
- Present information clearly and communicate effectively with diverse stakeholders.
- Work flexible hours, including nights and weekends, to accommodate the needs of the performing arts program.

TRAINING AND EXPERIENCE:

- Bachelor's Degree in Theater Arts, Technical Theater, or a related field preferred, or the equivalent combination of education and/or experience.
- Minimum of three years of experience in theater management or technical theater production.

LICENSES AND CLEARANCES:

- TB Clearance
- Valid Driver's License
- Criminal Justice/Fingerprint Clearance

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Work is primarily performed in a theater setting, which includes exposure to loud noises, bright stage lighting, and changing conditions during events and performances.
- Work will require evening and weekend hours, depending on the event schedule.
- Must be able to manage stressful situations calmly and respond to technical emergencies efficiently.
- Must be able to lift, carry, push, and pull heavy equipment (up to 50 lbs).

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: 10/24/2024