

Theatre and Special Events (Keating Center) Manager

DEPARTMENT:	Support Staff	REPORTS TO:	High School Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Manage the operation of the Keating Center Theater, including school events and concerts, outside rentals, facility maintenance, and assisting performing arts students. Maintain the social media and website presence for the high school. Engage with students, staff, and community on behalf of the Keating Center to ensure professional operations.

Task Title	Essential Job Functions	Percent of Time Spent
Facilities Management	<ul style="list-style-type: none"> • Manage all aspects of facility operations, including scheduling, preparing for and facilitating district events. Develop and maintain annual master schedule for district events. • Ensure proper use of audio visual and other theater equipment. • Assist with special events (e.g., after graduation party, pep rallies, cafeteria meetings, banquets) • Schedule and log facilities and equipment upkeep and maintenance, cleaning, and renovation. • Operate audiovisual equipment in the athletic complex for school and district activities. • Coordinate with the assistant principal and athletic director for student activity and/or athletic scheduling requiring audiovisual assistance. 	30%
Marketing and Rental Management	<ul style="list-style-type: none"> • Market the Keating Performance Center to attract external use candidates and generate sustainable revenue, maximizing external uses during times when not being used by the district. • Communicate rental requirements and procedures to interested parties, keep clients informed of rental policies and procedures, and collect necessary rental agreements and insurance forms. • Convey best use and safety practices to clients. • Prepare for, schedule for set up, and supervise events. • Coordinate bidding, invoicing, and collection of monies for external facility renters to ensure the center is used both safely and with the expectations of the district. • Manage issues related to rental agreements or facility rentals. 	30%
Student Instruction and Support	<ul style="list-style-type: none"> • Train student workers to assist in theatre productions. • Teach students and staff in the district about the equipment and resources of the facility. Share knowledge to expand the understanding and best uses of the center. 	20%

Task Title	Essential Job Functions	Percent of Time Spent
Management of Keating Center Operations	<ul style="list-style-type: none"> ● Make decisions and manage Keating Center to ensure effective and efficient office operations for the district. ● Seek out innovative solutions to improve functionality and operations. ● Manage center budget aligned with district guidelines, including replacement and upgrade of equipment, supplies, and furniture so it continues to operate as a highly sought-after facility within the district and among external renters. ● Order equipment, supplies, furniture, and other needs to fulfill the needs of the center for supporting the district and its external renters. ● Maintain the high school online presence including website and social media. 	20%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** One or more employees
- **Supervisory Activities:** Developing or training, scheduling
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** Four-year college degree in theatre management, fine arts or related field from an accredited institution, or equivalent work experience.
- **Previous Work-Related Experience:** One or more years of related experience.

Preferred

- **Training:** Lighting and sound board operation

Knowledge & Skills

Knowledge

- **Basic:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being (e.g., basic first aid)
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- **Intermediate:**

- Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
- Administrative: Administrative and office procedures, functions and basic office tasks.
- Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming (Microsoft Office products such as Word, PowerPoint, and Excel; mobile devices, use presentation equipment such as monitors and projectors on or off a network, printer/copier).
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Theatre and auditorium technology: Stage, set, and auditorium technology, including lighting and sound equipment, rigging, HVAC, and security

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Critical thinking, Management of material resources
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active learning, Active listening, Coordination, Management of financial resources, Mathematics, Reading comprehension, Service orientation, Speaking, Time management, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Equipment maintenance, Equipment selection, Installation, Instructing, Judgment and decision making, Management of personnel resources, Monitoring, Operation and control, Repairing, Social perceptiveness, Systems analysis
- **Rarely (Less than 1 hour or 12% of the day):** Learning strategies, Negotiation, Persuasion, Quality Control Analysis, Science, Systems evaluation, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Climbing, Color Vision, Crawling, Crouching/Kneeling, Sitting, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Carrying/Lifting, Finger Dexterity, Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Multi-limb Coordination, Pulling/Pushing, Repetitive Motion

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting

with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, high above ground level, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024