



Theatre Facilities Manager & Technical Theatre Coordinator Humanities

HUM/4

JOB SUMMARY

This position is responsible for managing the operations of the college's theatre facilities and coordinates technical support for theatre productions.

MAJOR DUTIES

- Develops calendar for theatre events and productions.
- Manages the maintenance of theatre facilities; coordinates with Plant Operations personnel for needed repairs.
- Schedules and manages event set-ups.
- Oversees, trains, supervises and directs the work of student workers.
- Designs sound, lighting and sets for theatre, dance and music productions.
- Oversees theatre production hours.
- Assists with instruction for theatre and dance productions.
- Directs one show each year.
- Assists with theatre budget preparation and management.
- Purchases supplies and equipment as needed.
- Develops and implements theatre policies and procedures.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of facilities management principles.
- Knowledge of technical theatre production principles.
- Knowledge of set construction principles.
- Knowledge of budget management principles.
- Skill in the construction of sets.
- Skill in the production and direction of theatre, dance and musical performances.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include college policies and procedures and faculty, staff and student handbooks. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and technical duties. The variety of duties to be managed contributes to the complexity of the position.
- The purpose of this position is to manage the college's theater facilities and to coordinate technical support of theatre productions. Success in this position contributes to the successful production of theatre, music and dance performances.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of community groups, alumni, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking or stooping. The employee frequently lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or theatre.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.