Sequoia Union High School District
Job Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Theater Manager</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Administrative Vice Principal</td>
</tr>
<tr>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>SALARY SCHEDULE:</td>
<td>19.0 – OT&amp;P</td>
</tr>
<tr>
<td>WORK - YEAR / HOURS:</td>
<td>Between 20 to 40 hours per week</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Various</td>
</tr>
<tr>
<td>BOARD APPROVAL:</td>
<td>6/13/12</td>
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**DEFINITION**
Under general supervision of site administration, organize and supervise all activities in a high school theater; perform a variety of technical tasks relative to the preparation and production of events; and do related work as required.

**DISTINGUISHING CHARACTERISTICS**
This is a journey-level classification. Under general supervision, incumbents exercise independent judgment within the framework of established policies and procedures. This class performs a variety of specialized and technical functions related to theater management at an assigned school site.

**EXAMPLES OF DUTIES**
- Prepare and maintain theater master calendar of events.
- Schedule or deny requests for facility in collaboration with administration and office staff.
- Coordinate, plan, and implement stage production activities; schedule and review activities to ensure that work is completed in a timely and appropriate manner; operate counter weight flying and rigging system; design house lighting plots, operate lighting and sound equipment.
- Exercise functional and technical supervision over part-time staff; supervise the training of support custodial staff.
- Develop and maintain safety and operations standards and material handling procedures for site; inspect site and prepare written annual review.
- Advise site administration of needs for repairs and purchase and/or rental of equipment for theater.
- Manage theater budgets by allocation of funds directed toward specific uses related to daily operations, manage billing.
- Act as production consultant for campus and community events.
- Maintaining theater website.
- Perform related duties as assigned.
**QUALIFICATIONS**

Experience in staging productions and working with theater sound, lighting and rigging.

Knowledge of:
- Principles and practices of audio, lighting, theatrical set design and production.
- Theater house management.
- Theater maintenance and safety operations.
- Budget control and planning.
- Computer operations and skills.

Ability to:
- Organize audio, lighting and set designs in theatrical productions.
- Effectively administer a variety of safe production activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course or work.

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**OTHER REQUIREMENTS**

Requires a valid California Driver license and the willingness and ability to travel to various sites within the Bay Area.