



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Theater Manager</b>
<b>REPORTS TO:</b>	Administrative Vice Principal
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	19.0 – OT&P
<b>WORK - YEAR / HOURS:</b>	Between 20 to 40 hours per week
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	6/13/12

### 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.