

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **MANAGER, THEATRE OPERATIONS**

#### **BASIC FUNCTION**

Under the direction of the Dean of Instruction, plan, organize, coordinate and participate in the operations and productions of the theater facility; direct program scheduling, facilities maintenance, productions and theater budgets; coordinate and provide technical support for productions and events in the theater; participate in support of various instructional activities, including stage craft labs; train, direct, supervise and evaluate assigned staff and student workers.

#### **REPRESENTATIVE DUTIES**

1. Plan, organize, coordinate and participate in the operations and production of the theater facilities; process and approve applications for the use of the theater by on-campus and off-campus organizations.
2. Establish and enforce theater policies and rules of operation, assuring workplace safety and fire prevention strategies.
3. Direct, establish and maintain theater program schedules and production calendars in consultation with appropriate faculty, staff, Deans and other facility users, including non-District performing groups.
4. Consult with facility users to determine technical requirements of theater productions and to determine appropriate level of support for facility events; determine and assign appropriate technicians and box office staff as required.
5. Select, train, direct, supervise and evaluate assigned staff, student staff and work study students; demonstrate and train theater staff and students in the operation of technical theater systems, equipment and tools.
6. Participate in support of various instructional activities; provide technical expertise and instruction for instruction-oriented activities within the theater, including stagecraft lab classes.
7. Compose, produce and distribute various reports, proposals and memos related to theater operations, productions and schedules; prepare and maintain a variety of records related to theater operations and activities, including theater use applications, student lab hours, hazardous materials and work orders.
8. Coordinate and provide technical support for productions and events in the theater; develop working drawings and light plots using computer-assisted drafting software; design and implement theatrical lighting systems.
9. Perform skilled scenic carpentry and rig theatrical lighting equipment according to the designer's drawings and instructions; supervise the operations of the Theater Scene Shop, including design, construction, color harmony and set lighting.

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10. Direct the maintenance of the theatre facilities; perform required periodic maintenance; notify appropriate maintenance personnel of needed maintenance and repair to theater facilities, equipment and tools; identify required or desirable facility modifications and equipment replacement.
11. Assemble and develop theater budgets; research and order equipment and supplies as necessary; control and monitor assigned budgets.
12. Operate a variety of technical theatrical systems including sound, lighting, rigging computer-assisted drafting, audio mixing consoles and counterweight systems; operate a variety of construction equipment and tools at a skilled level.
13. Support, implement and promote compliance with the District's Staff Diversity and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
14. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
15. Participate in shared governance through service on planning and/or operations committees and task forces.
16. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Coordination and management techniques of activities and events of a theatrical production facility.
- Methods, equipment and materials used in the technical operations of theatrical productions.
- Principles and practices of supervision and training.
- Technical requirements of theater productions, including lighting, sound and scenery.
- Operation and maintenance of specialized theater production equipment.
- Stagecraft and stage operation, including rigging, sound, lighting, projection and set construction.
- Color harmony and building materials.
- Stage design and construction.
- Basic drafting concepts.
- Basic electrical, electronics and mechanical principles as applied to stage equipment.
- Pertinent fire regulations and safety codes.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of training and providing work direction.
- Safety regulations and procedures.
- Record-keeping techniques.
- Budget preparation and control.

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**Ability to:**

- Coordinate and participate in day-to-day activities of the college theatre.
- Coordinate, oversee and provide technical direction for performing arts events.
- Attend meetings and serve as technical consultant for productions.
- Design sets, properties and lighting.
- Construct, paint and finish sets and properties.
- Interpret and execute directors' and designers' requests.
- Read, interpret and implement design plans.
- Interpret and comply with technical requirements and applicable safety regulations.
- Operate and maintain a variety of specialized theatre production equipment, including lighting, sound and rigging equipment.
- Train, supervise and evaluate personnel.
- Meet schedules and time lines.
- Work independently with little direction.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work from technical drawings, plans, diagrams, blueprints and sketches.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.
- Lift objects weighing up to 75 pounds.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to a Bachelor's degree in theatre arts with emphasis in theatre production design, technology or management and two years experience in various fields of theatre production.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

**WORKING CONDITIONS**

Work involves lifting, pulling and standing for long periods of time; operation of power tools and equipment and exposure to dust, fumes and high voltage; duties may require extensive night and weekend hours.