

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Manager, Performing Arts Production**

**Department: Instruction**

**FLSA Status: Exempt**

**Staff Category: Administrative Association (Classified Administrator)**

**Salary Range: Grade 50**

**Supervision Received From: Dean, Instructional; works collaboratively with Department Chair**

**Original Date: March 2, 2011**

**Supervision Given: Assigned Classified and Hourly Staff in the Performing Arts Department**

**Revised Date: March 2, 2011**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**JOB SUMMARY:**

Responsible for planning and coordinating the operations of all Performing Arts venues on campus; secures outside venues; collaborates with Performing Arts Department Chair to coordinate performance activities with academic program; manages program scheduling and production budgets; maintains production/performance calendars; trains, supervises and evaluates assigned staff and student/temporary workers.

**DISTINGUISHING CHARACTERISTICS:**

The Manager, Performing Arts Production, is distinguished from other positions in the Performing Arts Department in that it has full responsibility for managing all production-related operations, budgets and staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides leadership and oversight for Performing Arts Department productions; collaborates with Department Chair and faculty to enhance the learning opportunities and environments for Performing Arts Department students and to integrate performances into the academic program.
2. Manages program scheduling and performance calendars; plans and coordinates the operations of all Performing Arts venues on campus; secures outside venues.
3. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training employees; planning, assigning, scheduling, and evaluating their work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
4. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; contributes to the development and implementation of technology-supported learning environments.

5. In collaboration with Department Chair, initiates strategic planning for program development; produces and approves planning documents; analyzes the need for equipment, supplies, staff, and services; recommends changes and upgrades of production equipment and procedures to enhance and improve the production/performance environments and venues on campus.
6. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective and customer-responsive performances.
7. Develops and implements plans to explore new revenue sources, including grants and underwriting.
8. Oversees and participates in the development and administration of the Performing Arts Department production budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors production expenditures; implements budget adjustments.
9. Supervises the development and maintenance of the Performing Arts Department website, the department's publicity and outreach activities, Box Office functions, audio support functions, and other technical support tasks.
10. Consults with facility users/faculty directors of all Performing Arts venues to determine technical requirements of a scheduled production; subsequently, determines appropriate level of support for each event; determines and assigns appropriate technicians, box office and house staff.
11. Drafts agreements, contracts, and copyright applications; oversees all agreements and forms required for productions.
12. Ensures compliance with applicable government agencies' regulations.
13. Maintains a safe work environment and enforces safe work practices.

**Marginal Functions:**

1. Keeps abreast of new trends, innovations and technology in the areas of live theatre arts, music, and dance performances.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Live performance disciplines, including theatre arts, dance and music.
2. Operational issues unique to performing arts venues, both on campus and in the community.
3. Managerial and supervisory principles and practices.
4. Project management principles.
5. Program development and administration principles and practices.
6. Applicable Federal, State, and local laws, codes, and regulations.

7. Marketing concepts and techniques.
8. Grant acquisition and fund-raising principles.
9. Budgeting principles and practices.
10. Applicable health and safety codes and appropriate safety precautions and procedures.

**Skill in:**

1. Coordinating the use of performing arts venues.
2. Maintaining production/performance calendars, including collaborating with others to develop a performing arts season calendar.
3. Creating production forms and production handbook.
4. Identifying and monitoring funding sources.
5. Creating and monitoring production budgets.
6. Researching and ordering equipment and supplies.
7. Cultivating relationships with outside venues; securing dates for performances.
8. Supervising, training, and evaluating the work of others.
9. Assigning appropriate technicians, box office personnel, and other staff for all venues.
10. Utilizing a computer and related software applications, particularly software used by performing arts venues.
11. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
12. Establishing and maintaining effective working relationships with those contacted in the course of work.
13. Interpreting complex data and information.
14. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
15. Communicating clearly and concisely, both orally and in writing.
16. Mediating difficult and/or hostile situations.
17. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
18. Participating in the development and administration of goals, objectives, and procedures.
19. Preparing and monitoring production budgets.
20. Preparing clear and concise administrative and financial reports.
21. Handling multiple tasks simultaneously.
22. Developing marketing campaigns and materials for large programs.
23. Interpreting and applying Federal, State and local policies, procedures, laws and regulations to ensure that all performance venues adhere to applicable codes.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible experience working with live productions (theatre arts, dance and/or music), including at least one year of administration or supervisory experience.

**Education/Training:**

Bachelor's Degree in theatre arts, music, dance, entertainment technology, marketing, communications/journalism, or a related field.

**License and/or Certificate:**

Possession of:

Valid California Driver's License

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between District locations and other off-campus sites.

May 13, 2011