

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

Range 39

THEATER MANAGER

DEFINITION

Under general supervision of the department chair and site principal, plan, organize and supervise all activities in a high school theater; perform a variety of technical tasks relative to the preparation and production of events.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare and maintain theater master calendar of events.
2. Schedule or deny requests for facility in collaboration with administration and office staff.
3. Coordinate, plan, and implement stage production activities.
4. 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.
5. Coordinate functional and technical training of custodians, part-time staff, and student assistants.
6. Develop and maintain ongoing safety and operations standards and stage material handling procedures; inspect theater and prepare written annual review.
7. Advise Fine Arts office of needed repairs and submit requisitions for equipment purchases and rentals.
8. Manage theater budgets by allocation of funds directed toward specific uses related to daily operations, new purchases, improvements, repairs and maintenance, which will be submitted to the Fine Arts office approval.
9. Act as production consultant for campus and community events.
10. Help students practice set/scenery construction, lighting, sound and stage management.
11. May perform minor first aid and prepare accident reports.
12. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of audio, lighting, theatrical set design and production; construction practices, materials and equipment; principles of supervision and training; theater house management; theater maintenance and safety operations; budget control and planning; computer operations and skills.

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Ability to:

Organize audio, lighting and set designs in theatrical productions; effectively administer a variety of safe production activities; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; predict future consumable and repair cost or budget projections; comply with the district's customer service standards, as outlined in Board Policy.

Education/Experience: Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a theater setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate. This person will spend time changing and adjusting lights in high elevated situations.

Physical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally 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, handle or feel objects, tools, or controls. The employee must occasionally lift moderately heavy to heavy loads of theater equipment and supplies.

Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.