

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**DIRECTOR I,
PERFORMING ARTS CENTERS AND FACILITIES**

DEFINITION

Under general direction of the Chief Facilities Officer, the Director I, Performing Arts Centers and Facilities supports the educational programs of the District by directing, managing, supervising and coordinating all aspects of the performing arts programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop goals, objectives, processes, standards and procedures regarding the performing arts centers and their events at various school sites.
2. Manage the preparation and maintenance of performing arts centers' master calendars of events.
3. Develop and manage the process for facility usage requests from outside agencies including the notification of appropriate staff of current and future facility usage.
4. Coordinate staffing assignments along with planning and presentation of stage production activities.
5. Coordinate the maintenance schedule for all theaters' house lighting and sound equipment to ensure proper function for activities.
6. Develop and conduct trainings for a variety of personnel such as theater managers, theater media technicians, custodians, part-time staff, faculty, students and volunteers.
7. Oversee the development and maintenance of safety, operations, standards and practices.
8. Develop and oversee site performing arts budgets to ensure revenues are managed and expended following District policies, regulations, and procedures.
9. Oversee the inspection and enforcement of stage material handling procedures.
10. Coordinate the maintenance schedule for all theaters house lighting and sound equipment to ensure proper function for activities.
11. Manage the supervision, maintenance, and regular certification of rigging and theatrical equipment.
12. Coordinate regular and specialized facility repairs.
13. Assign, evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; standards and practices of a professional theatrical environment, including, but not limited to, maintenance and operations of theatrical technical equipment, safety guidelines, budgetary allocation, facility scheduling protocols and their application to public buildings and educational facilities.

Ability to: Lead and direct the functions and activities of performing arts centers and facilities for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; Establish, maintain and nurture professional relationships with parents, community members, students, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Five years of progressively responsible professional experience in theatrical production including three years in a management or supervisory position. Experience in a public sector or educational environment preferred. Experience may be substituted for equivalent years of education.