

**ANTELOPE VALLEY COMMUNITY COLLEGE
DISTRICT**

PERFORMING ARTS THEATRE MANAGER

CMS Salary Range 29

BASIC FUNCTION:

Under the general direction of the Director of Auxiliary Services, the Performing Arts Theatre Manager plans, organizes and directs the performance of a wide variety of management functions, including but not limited to, day-to-day operations of the Performing Arts Theatre. This position supervises, coordinates, organizes and performs technical work and specialized duties in support of a wide range of on-campus events, including academic and studio classes, major theatrical productions, professional music performances, graduation ceremonies, off-campus community and corporate organizations.

The position acts with a high degree of independence and instructs and oversees the use of the theatre by all users and coordinates/organizes technical aspects for productions and other uses ensuring the safety of equipment, students, personnel and the general public according to District regulations. **This position is overtime exempt.**

REPRESENTATIVE DUTIES: *(E) indicates an essential duty of the position*

- Oversees all PAT theatre events, including academic and studio classes, theatrical productions, music performances, graduation ceremonies, etc. (E)
- Plans, manages and directs the day-to-day operations of the Performing Arts Theatre, Including scheduling the use of the facility, promoting the rental of the facility, coordination of production/performance calendars, monitoring the expenses and revenues for the facility, setting and enforcing user policies, assisting users in planning for the use of the facility, instructing, training and supervising theatre employees and students in the use and care of theatre equipment and facilities.
- Develops and implements the goals, objectives, policies and priorities of the Performing Arts Theatre. (E)
- Oversees and participates in the development and administration of the Performing Arts Theatre budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies. (E)
- In coordination with the Business Services Office, maintains financial expenditure records, cash flow management and production accounting; implements budget adjustments as needed. (E)
- Manages all aspects of ticketing, including in-house and on-line ticket sales, and box office operations. (E)
- Manages program scheduling; maintains production/performance calendars. (E)
- Consults with facility users/faculty directors for all Performing Arts events to determine technical requirements of a scheduled production;
- Determines and assigns the appropriate level of staffing support for each event, including regular AVC employees, temporary/hourly employees, student workers, and volunteers. (E)

- Coordinates requirements for performances including load-ins, rehearsals, performances and load-outs; technical guidance of back stage and front-of-house crews.
- Responsible for outreach and maintaining mutually beneficial relationships with local educational institutions
- Responsible for researching and estimating costs for backstage purchasing decisions; generate purchase requisitions for backstage expendables, stage maintenance and technical equipment replacement. (E)
- Assists with technical production needs for the season, including lighting, sound, staging, rigging and props on a show-by-show basis. (E)
- Instructs, trains, schedules and supervises theatre operations staff, student assistants, ushering support and other users in technical theatre practices, rehearsals and performances. (E)
- Provides leadership and oversight for performing arts productions, collaborating with the dean and faculty to enhance the learning opportunities and environments for students and to integrate performances into the academic program. (E)
- Responsible for the development and implementation of guidelines and procedures related to the use and operation of technical support facilities and equipment. (E)
- Oversees the operation and maintenance of the theatre, ensuring the safe, appropriate and creative use of all theatrical/stage equipment in support of performances and events. (E)
- Oversees, supports and coordinates the work of the technical crew; i.e., stage managers, lighting design experts, rail operators, audio engineers, riggers, carpenters, follow-spot operators, general deck crew, etc. (E)
- Supervises, coordinates, organizes and performs technical work in support of activities and equipment use related to events for off-campus entities and community and corporate organizations. (E)
- Responsible for tracking and evaluating annual maintenance of theatre technical systems, whether performed in-house by maintenance personnel or by outside contract services. (E)
- Ensures in-house stage equipment is in working order to meet event needs, and arranges for rental equipment as necessary. (E)
- In conjunction with the Executive Director of Marketing and Public Information, prepares an annual marketing plan for each event, reviews marketing analysis and manages the overall participation from media and commercial sponsors. (E)
- Participates in the preparation of publicity and marketing campaigns, news releases, special announcements and informational bulletins with the Executive Director of Marketing and Public Information. (E)
- Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective and customer-responsive performances. (E)
- . (E)
- In conjunction with the District webmaster, coordinates the development and maintenance of the Performing Arts Theatre website, publicity and outreach activities, and box office functions. (E)
- Enlists the assistance of the Executive Director Institutional Advancement and Foundation in developing and implementing new revenue sources, including grants

and underwriting. Coordinates fundraising activities as an additional source of income. (E)

- Responsible for actively seeking outside artists to perform in the theatre. (E)
- Coordinates the execution of artist contracts, and assists in meeting the contractual needs regarding hospitality, hotel, transportation and lobby sales. (E)
- Establishes and maintains effective working relationships with representatives of various groups, vendors, co-workers and subordinates. (E)
- Maintains contact with paraprofessional and professionals in the field of theatre arts; attend training and in-service activities to keep up with the latest innovations and practices in theatre arts marketing, promotion and business practices. (E)
- Recommends changes in program objectives, policies and procedures to ensure maximum effectiveness and efficiency. (E)
- Prepares and submits a variety of reports and memoranda as required by assigned area of responsibility; maintains accurate records. (E)
- Oversees all agreements and forms required for productions; drafts agreements, contracts and copyright applications; ensures compliance with the various licensing agencies (SESAC, BMI, etc.). (E)
- Ensures that ongoing maintenance of the facility is scheduled. (E)
- Performs other related duties as assigned.

ABILITY TO:

- Coordinate and provide technical direction for theater productions.
- Oversee and participate in performance preparation activities.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize and prioritize work to meet schedules and timelines.
- Assign and direct the work of others.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Analyze, plan, develop and schedule the technical support required for each event or performance.
- Coordinate large backstage staff under tight time schedules.
- Communicate effectively, both orally and in writing.
- Train and oversee the work of student assistants, temporary staff and volunteers.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Prepare correspondence and reports.
- Assist in budget preparation.
- Work a flexible schedule to meet the demands of rehearsal/performance schedules, including evenings and weekends.

KNOWLEDGE OF:

- Terminology, methods, practices and techniques used in theatre

- operations/production management.
- Stage lighting and control systems, audio and sound equipment, projection equipment, stage rigging, set construction, stage set design, scenery, etc.
 - Technical crew responsibilities; i.e., stage managers, lighting design experts, rail operators, audio engineers, riggers, carpenters, spot operators, general deck crew, etc.
 - Live performance disciplines, including theatre arts, dance and music.
 - Operational issues unique to performing arts venues.
 - Marketing concepts and techniques.
 - Laws and regulations governing public assembly facilities and entertainment facilities, including fire and safety laws, CALOSHA regulations, ADA provisions, health codes, and applicable Federal, State and local laws, codes and regulations.
 - Application of fire regulations and other safety codes.
 - Appropriate safety precautions and procedures.
 - Basic budgetary practices.
 - PC and Mac computers, including word processing, spreadsheet/data base software, desktop publishing and theatre specific software.
 - Principles of effective interpersonal communications.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

1. A Bachelor's degree in theatre arts, music, dance, entertainment technology, marketing, communications, journalism, or a related field, **AND**
2. Five (5) years of increasingly responsible full-time experience working with live productions (theatre arts, dance and/or music), of which at least two (2) years must be in a supervisory capacity.

A typical accepted equivalent to the above combination of education and experience is:

1. An Associate of Arts degree (*OR college level courses equivalent to an A.A. degree*) in theatre arts, music, dance, entertainment technology, marketing, communications, journalism, or a related field, **AND**
2. Seven (7) years of increasingly responsible full-time experience working with live productions (theatre arts, dance and/or music), of which at least two (2) years must be in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid California driver's license.

PHYSICAL EFFORT:

Essential functions require maintaining physical condition necessary for ambulating for extended periods of time to perform required duties. Occasional heavy lifting (ability to lift

50 lbs overhead without assistance), regular use of ladder, aerial lifts and scaffolding; reaching and twisting to lift, carry, push and/or pull moderate amounts of weight, regular use of digital equipment; ability to verbally exchange information.

WORKING CONDITIONS:

Office and theatre environment; subject to lifting, bending, standing, kneeling, pushing and climbing; subject to fumes from paint and dust.

WORKING RELATIONSHIPS:

The Theatre Manager maintains frequent contact with the Visual & Performing Arts Department faculty, staff, students, temporary, hourly professional experts, outside vendors and community members.