



Classified Job Description

NJUHSD Board Revised: February 13, 2013

NJUHSD Board Revised: June 15, 2016

Position Title:	THEATER MANAGER
Contract Term:	12 months
Salary Range:	36
Hours:	Due to the fluctuation in the Theater Manager's daily work hours and consistent with Education Code section 45127(b), the Governing Board's adoption of this job description exempts the Theater Manager from compensation for overtime in excess of eight (8) hours in one day, provided that any hours in excess of forty (40) in one week shall be compensated as overtime. The immediate supervisor shall be responsible for establishing the Theater Manager's daily and weekly work schedule.

GENERAL DEFINITION:

Plans, organizes and oversees all activities in the high school theaters; perform a variety of technical tasks relative to the preparation and production of events; and do related work as required.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains the theater master calendar of events.
2. Schedules or denies requests for theater facilities in collaboration with administration and office staff.
3. Coordinates, plans and implements stage production activities; schedules and reviews activities to ensure that work is completed in a timely and appropriate manner; operates counter weight flying and rigging system; designs house lighting plots, operates lighting and sound equipment.
4. Exercises functional and technical supervision and training over part-time staff and student assistants and supervises training of support custodial staff.
5. Develops and maintains safety and operations standards and material handling procedures for each site; inspect each site and prepare written annual review.
6. In collaboration with Performing Arts department chairs, advises staff of needed repairs and purchase of equipment for theaters; submitting requisitions for equipment purchases and rentals.
7. Manages theater budgets by allocation of funds directed toward special uses related to daily operations, new purchases, improvement, repairs and maintenance, which will be submitted for Performing Arts department chairperson and administrative approval.
8. Act as production consultant for campus and community events.
9. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
10. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Professional experience in theater management and in working with theater systems preferred.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of the principles and practices of audio, lighting, theatrical set design and production; construction practices, materials and equipment as related to theatrical production, principles of supervision and training; theater house management; theater maintenance and safety options; budget control and planning. Ability to organize audio, lighting and set designs for theatrical productions; effectively administer a variety of safe production activities; and predict future consumable and repair costs or budget projections.

Knowledge of English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Ability to use a computer and job-related software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

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 regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

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. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.