



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### THEATRE EVENTS MANAGER

A Classified Position

[Grade 34 – Salary Schedule 60](#)

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#### A. General Statement

The Theatre Events Manager performs technical work involved with scheduling, set-up and maintenance of a college theatre and other special events facilities. Under direction, the employee plans, schedules and confirms and supports theatre and other facility usage, required equipment, props, supplies, personnel and maintenance. Public contact is extensive, and includes College and District staff, students, organizations, community and industry representatives, vendors, contractors and other personnel to exchange information related the various uses of the College theatre and other facilities. A high degree of independent judgment is required to establish and maintain efficient working and public relationships, apply technical knowledge to the set-up and maintenance of theatre and special events facilities and equipment, and to apply policies and procedures to the scheduling and use of the facilities. Consequences of errors in judgment could be costly in public relations, money, equipment and employee time; however, administrative controls are available to limit the risk of serious consequences. The Theatre Events Manager can lead the work of other staff, student assistants and volunteers as needed.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with College and District staff, vendors, contractors, community and industry representatives, and others regarding scheduling and use of the College theatre and related facilities, cost estimates and required equipment, supplies and personnel, contract authorizations, timelines and requirements, custodial and other facility maintenance, theatre facility and equipment installation, and repair and maintenance
2. Attends meetings to plan and schedule theatre usage
3. Participates in workshops, meetings and other events to obtain current information
4. Serves as technical resource for use and capabilities of the College theatre and related facilities
5. Provides input into the marketing of College facilities usage
6. Follows procedures and policies to estimate costs of theatre and other facility rentals for outside groups
7. Makes recommendations for modifications to the cost and usage schedule
8. Designs, modifies, updates, installs, repairs, and recommends the modification and/or purchase of, new electrical and other equipment and supplies

9. Schedules staff and participates in the construction and operations of lighting, sound systems and stage rigging systems
10. Troubleshoots and repairs sound, lighting and other systems
11. Contacts vendors for complex repairs and installations as appropriate
12. Drives a motor vehicle to pick up and deliver equipment and supplies
13. Trains and leads crews of student assistants, staff and volunteers in the installation, operation and maintenance of theatre electrical and other events-related equipment and furniture
14. Enters, modifies and retrieves online data
15. Sets-up and maintains a schedule and log of preventive and other maintenance and usage
16. Sets-up and maintains an online and manual record of industry representatives, community groups and other theatre renters and users
17. Completes, audits and maintains theatre facility use contracts
18. Confers with facilities maintenance staff regarding special and regular clean up after productions and classes
19. Performs other related duties as assigned

### **C. Requirements**

1. Graduation from high school and completion of a recognized course of training in digital technology, computer assisted drafting, integrated audio and video systems, theory and repair, and supplemented by courses in theatrical plant operation
2. Successful theatre work experience of increasing responsibility that has included maintenance, operations, repair, and documentation of theatre equipment
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Demonstrated skills in oral and written communication
5. Skill in the use of computers and a variety of software to prepare correspondence and other written materials
6. Ability to establish and maintain efficient and effective working relationship with faculty and staff and members of the public

OR

An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This position requires attention to detail; oral communication with individuals, as well as small and large groups; quick decision making, tact, patience, good memory and flexibility; kneeling, stooping, crawling, pushing, pulling, reaching overhead; moving moderate to heavy objects; safe handling of electrical equipment; work around dust, fumes, outdoor environments; and climbing ladders, using electronic lifts, and climbing spiral staircases to lighting beams and grids in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of theatre maintenance, operation, and repair of electronic equipment, such as audio, video, and lighting systems
2. Knowledge of the maintenance, operation, and repair of digital technology, integrated audio and lighting technology, integrated video systems, and computer assisted technology currently used in theatrical productions
3. Knowledge of the safety procedures used in the handling of electrical and other related equipment
4. Skill in planning and coordinating the work of others
5. Skill in oral and written communication
6. Skill in communicating effectively and respectfully with people at various levels within an organization who are diverse in their cultures, language groups and abilities
7. Skill in the use of computers and a variety of software for record keeping and to prepare correspondence and other written materials

8. Skill in setting up and maintaining accurate and detailed records
9. Ability to establish and maintain effective public and working relationships
10. Ability to make independent decisions on short notice that will assure that theatre productions, special events, and classes occur without interruption

(3/2015)