

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

THEATRE MANAGER (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, manage, supervise, and coordinate the Chabot College Performing Arts Center including music classrooms and ancillary performing areas; serve as primary contact to clients interested in reserving theatre facilities and classrooms for concerts, cultural events, meetings, conferences, and public performances; book, schedule, and negotiate rental agreements; oversee daily facility operations, maintenance, and capital projects; supervise technical staff and student assistants; coordinate assigned activities with other divisions, departments, and outside agencies; and provide highly responsible and complex administrative support to the Dean.

REPRESENTATIVE 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 duties not listed, but within classification.

1. Assume management responsibility for the operations and activities of the Chabot College Performing Arts Center including music classrooms and ancillary performing areas.
2. Establish schedules and methods for providing Performing Arts Center services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of technical and student staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
6. Meet with potential clients, including college and community representatives, interested in utilizing the college theaters, music halls, and Grand Court; discuss the scope of services needed including technical details of productions, policies, procedures, and fees; negotiate rental use agreements for said spaces; provide information and assistance to users of facilities.
7. Schedule performing spaces in the most efficient way to maximize usage and revenue within College guidelines and available labor and time resources without conflicting with the Academic needs of the College; ensure performing facilities are scheduled according to College prioritization guidelines; schedule usage of the Performing Arts Center for a variety of activities including meetings, seminars, plays, concerts, and various other special events; determine fees to be charged for events.
8. Promote and coordinate specific activities at the Performing Arts Center; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
9. Ensure adherence to established safety policies, procedures, and regulations governing the use and operation of the Performing Arts Center; train staff in appropriate safety procedures.
10. Inspect Performing Arts Center and related facilities for needed repair and maintenance; schedule maintenance as needed.

**Chabot-Las Positas Community College District
Theatre Manager (Continued)**

11. Plan for future expansions, capital outlay projects, and facility upgrades; consult with administrative staff and faculty to determine future goals and needs for theatre facilities.
12. Supervise the installation of new or used equipment; establish and maintain maintenance schedules for all assigned technical equipment; provide training to staff in equipment use.
13. Represent the Performing Arts Center to outside agencies; maintain a broad base of contacts within the community for public relations purposes.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a Chabot College Performing Arts Center.
Booking principles and practices.
Principles and procedures used in negotiating rental agreements and contracts.
Principles used in structuring multiple day or week rental agreements.
Methods and techniques of stage operations including rigging, sound, lighting and projection.
Basic principles of supervision and training.
Principles and practices of program development and implementation.
Basic principles and practices of budget preparation and administration.
Marketing theories, principles and practices and their application to performing arts.
Operational characteristics of various performing arts and theater equipment and tools.
Occupational hazards and standard safety practices.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and oversee the operations of the Chabot College Performing Arts Center.
Negotiate contracts and rental agreements; structure multiple day or week rental agreements.
Review artists' contracts and technical riders and merchandising agreements.
Coordinate and direct special performances and events at the Center.
Elicit community and organizational support for Performing Arts Center programs and events.
Supervise, direct and coordinate the work of lower level staff.
Maintain performing arts facilities in a safe, secure and orderly condition.
Ensure adherence to safety policies and procedures.
Respond to requests and inquiries from the general public regarding use of performing arts facilities.
Coordinate the use of the Performing Arts Center with potential clients.
Interpret and explain Center policies and procedures.
Prepare and administer the assigned budget.
Allocate limited resources in a cost effective manner.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the Performing Arts Center to outside individuals and agencies to accomplish the goals and objectives of the unit.

**Chabot-Las Positas Community College District
Theatre Manager (Continued)**

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, district staff, or other agencies on sensitive issues in area of responsibility.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in performing arts, arts administration, theater production, business administration, or a related field. A Master's degree is desirable.

Experience:

Four years of increasingly responsible experience in theater operations and administration including one year of administrative and/or lead supervisory experience.

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 standard office setting and a performing arts center.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/6/99

Adopted by Board of Trustees on July 21, 2016

Effective: July 22, 2012

Job Family: Supervisory