



**JOB TITLE: THEATER MANAGER**

**DEFINITION:**

Under the direction of the Assistant Superintendent, Business Services, responsible for overseeing the day to day operations of the Newhall Family Theater for the Performing Arts; providing technical theater expertise and assistance to staff, students and community groups; scheduling and promoting the use of the facility; and performing a variety of technical work such as operating, repairing, and maintaining theatrical equipment.

**ESSENTIAL FUNCTIONS:**

- Represents Newhall School District Performing Arts programs within the district and community (e.g. performances, announcements, flyers, etc.) for the purpose of increasing student and community participation in and support for the performing arts program.
- Facilitates and coordinates grant writing efforts to support operations.
- Develops partnerships with various groups for the development and use of the theater as a joint use asset to support community and youth art education.
- Communicates with individuals regarding the facility (e.g. scheduling activities, forwarding billing information, identifying special needs, etc.) for the purpose of maximizing the facility usage; preventing conflicts; meeting specific needs, and ensuring that invoices are distributed.
- Negotiates community facility use rental contracts and agreements for the purpose of achieving outcomes consistent with the district's long and short range goals.
- Researches topics related to the use and operation of the Newhall Family Theater for the Performing Arts for the purpose of developing new programs/services, ensuring compliance with mandated requirements, securing general information for planning, and/or responding to requests.
- Performs the functions of stage hands, lighting technicians, sound technicians, etc. for the purpose of supporting crews during the staging of events.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Maintains inventory of theater items for the purpose of providing security of tools, equipment, supplies, props, sets in the theater.
- Advises students, other site personnel and community clients for the purpose of providing information regarding safety, facility maintenance and use, and theater activities.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, community organization, and the public etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Performs departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.



- Participates in a variety of meetings as required (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

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.

**Certification, Licenses, and Other Requirements:**

- Bachelor's degree from an accredited college or university with major course work in arts administration, business or public administration or related field or the equivalent of three years of responsible experience in management and operation of a community theater, auditorium, or similar facility.
- Experience in marketing, fundraising and public relations is desirable.
- Valid California driver's license.

**Knowledge of:**

- Light and sound boards; schematics, carpentry, concepts of stage production and support.
- Philosophical, political, economic and legal aspects of public education.
- Computer system and office software including Microsoft Word, Excel, and Outlook.

**Ability to:**

- Perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions.
- Understand complex, multi-step written and oral instructions.
- Schedule a number of activities, meetings, and/or events.
- Gather and/or collate data and consider a variety of factors when using equipment.
- Operate equipment using a variety of standardized methods.
- Adhere to theater and technical safety practices; meet deadlines and schedules; work under time constraints; and frequently work extended or nonstandard hours.

**PHYSICAL REQUIREMENTS:**

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 individual with disabilities to perform the essential functions.

**Body Movement:**

Regular Activities: stand and sit for long periods of time; use hands and fingers to operate or repair equipment, tools or controls; reach with hands and arms; use legs to bend, kneel, and crouch to install or repair equipment; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; and drive to various locations to conduct work.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 100 pounds.



**Vision Requirements:**

Ability to see clearly at 20 inches or less to install equipment and to read computer screen and normal and fine print; adjust the eye to bring an object into sharp focus.

**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.

**Position Environment:**

Work is primarily performed in a theater environment, or the district office. May be subject to some atmospheric conditions such as fumes, odor, dust, etc. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but occasionally loud. Work requires travel to other District sites, offices or locations to conduct work.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of theater operations.

Adopted by the Governing Board: June 13, 2017

Revised:



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationary of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**