

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Theatre Manager (Classified Management)

Definition:

To plan, organize, and supervise all activities in the Artists' Theater; to perform a variety of technical and managerial tasks relative to the preparation and production of school and community events; to serve as a consultant to all District teachers and to help them with theatrical events on the other school sites; to utilize independent judgment to effectively recommend hiring of theater assistants to site administration; to direct and supervise theater assistants and effectively recommend all personnel actions pertaining to same to site administration. Has day-to-day responsibilities for administering programs utilizing the Artists' Theatre. Does related work as required.

Essential Duties

- Prepare and maintain the Artists' Theatre master calendar of events providing clear communication with Activities Office and Performing Arts Coordinator(s); or deny requests for facility; calculate estimates for custodial overtime and cost of theatre assistants.
- Provide good communication with individuals/groups who call with facilities use questions.
- Coordinate, plan, and manage stage production activities; schedule and review activities to ensure that work is completed in a timely and appropriate manner; construct and repair scenery for live events; keep construction work area and tool room clean and organized; operate counter-weight flying and rigging system; design lighting plots, operate lighting and sound equipment.
- Work with credentialed teacher of Technical Theatre Production class by training and leading the Artists' Theatre crew in various aspects of production, including sound and lighting design operations, effective use of fly system, stage construction techniques, stage/prop management, and theatre facility maintenance.
- Effectively recommend to site administration the hiring of theatre assistants and custodial staff assigned to theatre production. Supervise theater assistants to the theatre.
- Oversee work assigned to contractors for maintenance and capital improvements in the Artists' Theatre.
- Develop and implement theater productions, which address issues related to safety of personnel and care of equipment.
- Manage house and stage crews for school and community events. Provide technical assistance for school and community events.
- Participate on committees, which recommend capital outlays for the purpose of enhancing the Artists' Theatre.
- Submit requisitions for approval to administration to acquire or rent equipment for specific events at the Artists' Theatre. Follow establish business practices using the purchase order process (not to include confirming orders without prior permission from administration).
- Advise Administration and Performing Arts Department of needs for repairs and/or purchases for the Artists' Theatre to keep it a world-class performing arts facility.
- Act as the Artists' Theatre marketing agent, production consultant, and community liaison for production-related events.
- Recommend fee schedules for outside users that details labor costs (production and custodial), replacement of consumable items according to Board policy.
- In conjunction with District Chief Financial Officer, to ensure that outside users pay correct fees, carry proper insurance policies, submit reasonable security deposits, and that outside groups leave the facility in an acceptable, orderly condition.
- Inventory all supplies and equipment of the Artists' Theatre and submit an inventory control list on a monthly basis to Administration.

- Oversee operations (use and storage procedures) of costume/prep area (the basement).
- Cultivate and facilitate the active use of volunteer personnel (students and adults) by developing consistent procedures through which members of our community can assist in improvements to the Artists' Theatre.
- Design and monitor construction of adequate storage systems for the Artists' Theatre.
- In conjunction with administration, develop and administer a yearly operations budget for the Artists' Theatre using theatre revenue and receipts.
- Other related duties as required.

Minimum Qualifications

Education:

High school diploma or equivalent, bachelor's degree in theatre related production an/or management desirable.

Experience:

Minimum five (5) years successful theatrical production/theatre management experience.

Skills:

- Adeptness at dealing effectively with employees and others on a one-to-one basis and in groups; effective oral and written communication skills; ability to work with community, staff, board members, and students.
- Ability to establish and maintain cooperative and effective working relationships, to maintain records and prepare reports, assign, review and evaluate the work of others, train, supervise, and recommend disciplinary actions of personnel, analyze situations accurately and adopt an effective course of action; work independently with little direction; meet schedules and timelines; plan and organize work.

Other:

- Possession of a valid and appropriate California Driver's License.
- Possession of a private vehicle.

Physical Demands and Working Conditions

- **Mobility:** Must possess mobility of arms to reach, and dexterity of hands to grasp and manipulate small objects such as work be needed to use a pen and a keyboard. Must possess sufficient mobility to operate a vehicle, to travel to school and community sites, and other meetings at a wide variety of locations. Ability to manipulate and move theatre settings and equipment weighing up to 100 pounds.
- **Vision:** Must possess vision (which may be corrected) to read small print and computer screens.
- **Speech and Hearing:** Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.
- **Mental and Emotional:** The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.
- **Other Conditions:** The individual is required to use a personal vehicle to visit school and community sites, to attend periodic meetings and productions, and/or to travel within and out of city boundaries. The individual may be required to work for extended hours beyond the normal workday. The position is exempt from overtime compensation.

Supervision Over: Appropriate classified staff, as assigned by the Superintendent/Designee
Supervision From: Superintendent or Designee

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The Artists' Theatre is (in order of priority use):

- 1) the performance venue for the High School Performing Arts Program, a facility for High School assemblies, presentations, lectures, tests and school-related fundraisers.
- 2) for use by other schools in the District for presentations, performances, etc.
- 3) for use by community: first, for programs benefiting children in Laguna Beach; second, for general community use.

EXAMPLES OF DUTIES:

- A. Maintain the Artists' Theatre Calendar with input from the High School Principal, Performing Arts directors, boosters, High School staff, District, and community.
 1. Work with High School Principal and Performing Arts Directors to confirm and finalize dates.
 2. Maintain priorities for use as identified:
 - a) High School
 - b) District Office and other schools in District
 - c) Children in the community
 - d) Community
- B. Manage budget as determined by District for the Theatre. Manage expenses to maintain equipment, facilities, and personnel to ensure a well run and safe venue for users. Aid District in coordinating and completing any major facility upgrade or repairs not covered in Artists' Theatre budget.
- C. Supervise and manage all theatre uses by High School, District and Community.
 1. Maintain a good working relationship with the High School, District and community in all uses of the Artists' Theatre.
 2. Be an advocate for the District in all non-district uses of the Artists' Theatre.
 3. Maintain regular hours in the Artists' Theatre as determined by the High School Principal to ensure good communication with site, District, and users.
 4. Maintain good office practices: respond promptly to all phone calls and other communications regarding the Artists' Theatre and its use and maintenance; maintain good financial practices and records, etc.
 5. Adhere to same standards that teachers and staff are held to when interacting with students, parents, fellow staff members and community (patrons and renters).
 6. The Theatre Manager is a Board Member of the Performing Arts Boosters.
- C. Keep Artists' Theatre clean and safe for patrons, students, performers, renters, etc.
 1. Oversee regular High School maintenance (general custodial).
 2. Working with LBUSD Facilities manager keep the Artists' Theatre on budget, up to code, and in keeping with the standards established for a safe and well run theatre for students and renters.
 3. Keep an orderly sound/light booth and office.
 4. Keep stage, rigging, backstage, outside storage areas, basement and tool room clean, safe and organized:
 - a) Stage/backstage: equipment, supplies, rigging, curtains, lights, tools, etc. well maintained, clean and in good working order, inventoried and stored properly
 - b) Outside storage area: manage the storage of supplies/lumber/set pieces/flats and other large items; arrange for storage of long-term items to be moved back and forth to the District storage yard
 - c) Basement/tool room: keep this area and its contents clean, organized. Work with students, parents, staff renters, workman to ensure that this area is clean and safe, that costumes, props tools are checked in and out properly.
- D. Establish short-term and long-term maintenance plans and work with LBUSD Director of Facilities and High School site management to ensure the Artists' Theatre is maintained accordingly:
 1. Advocate for funds and services that will keep the Artists' Theatre on track with the short-term and long-term maintenance plans.
 2. Contract out for necessary repairs and maintenance, supervise contractors
 3. Perform repairs and maintenance as necessary. Make sure all regular inspections (rigging, fire, etc.) are preformed to keep the facility up to code.

- E. Light/Sound System
1. Keep equipment up to date and in good working order within Artists' Theatre budget
 2. Be capable of designing lighting and sound with equipment that we have
 3. Provide light and sound design services for High School productions, District and other theatre users as requested
 4. Operate light and sound system as necessary for High School productions, and other High School theatre user (assemblies, etc.), District use, and community use.
- F. Stage/Backstage Manager
1. Establish and maintain best practices for safe backstage operations for all theatre use
 2. Train and manage students throughout the year as needed in backstage operations as technical crew
 3. Manage backstage operations for High School, District, and other theatre users as requested.
 4. Set up rigging, sound, lights, sets, props, etc. according to the needs and preferences of the director of each show. Be accommodating to the adjustments and changes necessary to create the desired effects on stage as the need arises.
 5. Supervise and manage theatre facility, equipment and staff throughout the rehearsal period and for the duration of the run of the show.
- G. Set Design and Construction (be able to work in a couple of different capacities):
1. Be capable of the carpentry skills necessary to design and build simple sets needed for High School productions (stage extensions, flats and platforms)
 2. For the more complicated sets:
 - a) Be able to read plans as drawn by contracted set designer and build; supervise students and parent volunteers in the construction
 - b) Provide a safe, clean and well-inventoried environment for contracted set builders, painters and parent volunteers to work in; oversee supplies, equipment and tool use; and ensure that they clean up.