

# Sweetwater Union High School District

## PERFORMING ARTS FACILITY MANAGER

### Purpose Statement

The job of Performing Arts Facility Manager is done for the purpose/s of overseeing the administrative and technical operation of the Ruth French Chapman Performing Arts Facility; 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, maintaining and rigging theatrical equipment.

### Essential Functions

- Represents Sweetwater Union High 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.
- 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 Ruth French Chapman Performing Arts Facility 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.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in theater production; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: light and sound boards; schematics, carpentry, concepts of stage production and support.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to theater and technical safety practices; meeting deadlines and schedules; working under time constraints; and frequently working extended or nonstandard hours.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

**Education/Experience**

Bachelor's degree from an accredited college or university with major course work in arts administration, business or public administration or related field. Three years of responsible experience in management and operation of a community theater, auditorium, or similar facility. Experience in marketing, fund-raising and public relations is desirable.

**Required Testing**

None Specified

**Certificates**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*