

PERFORMING ARTS PRODUCTION MANAGER**DEFINITION**

Supervises staff and coordinates the technical support of college dance, theatre arts and music productions, as well as special events, lectures, forums, student activities and community events held on campus. This includes the design and execution of scenery, lighting, audio, staging, rigging and striking of equipment. This position provides technical direction, as well as stage and production management for performances. Supervises the duties of performing arts technicians, assistant performing arts technicians, instructional aids and student workers.

SUPERVISION EXERCISED AND RECEIVED

This position is supervised by the Vice President of Administrative Services.

This position supervises performing arts technicians, assistant performing arts technicians, instructional aids and student workers.

EXAMPLES OF DUTIES

Produces a comprehensive master calendar of all performing arts productions and associated rehearsals for all on-campus venues.

Serves as liaison and scheduler for all on-campus and off-campus use of performing arts facilities.

Supervises the technical support of college dance, theatre and music productions.

Supervises the technical support of special events, lectures, forums, student activities and community events held on campus.

Ensures the success and professional quality outcome of college-wide and community productions.

Designs and provides scenery, lighting, audio, staging, rigging and striking of equipment. May design custom furniture as needed.

Supervises technical staff and manages performing arts productions.

Regularly conducts production meetings; plans and schedules technical work of each production with technical staff in coordination with the faculty director and/or choreographer.

EXAMPLES OF DUTIES (continued)

Selects, trains, coordinates and schedules the duties of performing arts staff.

Maintains, repairs, and remodels venues and support facilities as needed within prescribed guidelines.

Supervises and coordinates the rental of college venues for productions and meetings held by off-campus groups.

Administers payroll reports and timesheets and completes evaluations of staff as required.

Maintains accurate records and prepares comprehensive status reports.

Research, define, develop, and enforce all safety and procedural rules for the performing arts staff.

Prepares annual budget requests for various performing arts venues.

Manages rental income and expenditures for the performing arts venues .

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Management skills and the principles of supervision.

Principles of set, lighting, sound, prop and special effects design.

Maintenance procedures for a performance facilities and equipment.

Scenic and structural rigging and striking.

Drafting and blueprint making.

Advanced electrical theory, intermediate electronic theory.

Intermediate digital communications used in theatrical equipment.

CAD, calendar making, audio editing and 3d rendering computer software.

Management of income and expenditures in general and categorical funds.

QUALIFICATIONS (continued)

Ability to:

Create designs, blue prints and other drawings and use a variety of wood and metal working tools in the creation of sets, lighting, sound, props, and special effects.

Use and repair a variety of performing arts equipment, build custom furniture.

Oversee and assist in the maintenance of all performing arts facilities and equipment.

Enforce all safety rules and fire regulations throughout the Performing Arts facilities and with technical staff.

Serve as liaison between the college staff and community organizations.

Prepare budget proposals during annual budget cycles.

Keep accurate account of work schedules, payroll records, and expenses.

Operate a camera in relatively dark performance venues.

Utilize a Mac and PC at an intermediate level.

EMPLOYMENT STANDARDS

Minimum requirements:

Bachelor's degree in Theater Arts or related field or the equivalent, and three years of paid technical supervisory work experience in a performing arts environment.

One year of supervisory experience and a Master's degree in an appropriate field.

License requirements:

Ability to obtain a valid California driver's license.

Desirable qualifications:

Previous paid technical supervisory work experience in a college performing arts environment.