



## Coordinator of Theater Operations And Facility Permits

Department/Division:	Business Services
Reports To:	Assistant Superintendent, Business Services/ Administrative Designee
Provides Direction To:	Theater Operations Staff
FLSA Exemption Status:	Supervisory
Date Prepared:	January 26, 2015
Date Adopted by Personnel Commission	
Date Adopted by Board:	
Salary Range:	Management Salary Schedule

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### DEFINITION

Under general direction of the Assistant Superintendent of Business Services or administrative designee, oversees and manages the use and maintenance of the theater and performance facilities, the auditorium and Multipurpose Room (MPR), at Mira Costa High School; promotes, contracts, manages and coordinates, community, commercial and non-profit rentals; assists in marketing and coordinating the use of performance facilities for large special events; coordinates with the rental permit office and oversees the use of District performance venues by external users; supervises, schedules and reviews the work activities of assigned staff; and performs other related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

The Coordinator of Theater Operations and Facility Permits is responsible for rental permits for performing arts venues at Mira Costa High School, and advises Maintenance and Operations and other District sites regarding rental permits and staffing for their performance venues. The Coordinator of Theater Operations and Facility Permits interfaces with a wide array of individuals and groups to provide maximum student utilization as well as community and/or private access.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Participates in the development, coordination and maintenance of the District's master calendar of events for theater and performing arts facilities, including scheduling, event planning, operation and maintenance.
- Manages Mira Costa High School performance venues and advises and oversees events at other MBUSD performing arts facilities, as needed.

- Coordinates requirements for performances including load-ins, rehearsals, performances and strikes, and supervision of back stage and front of the house crews.
- Prepares, recommends and implements guidelines related to the use and operation of both facilities as well as other auditoria with the District as may be assigned with regard to joint use agreements.
- Confers with site administrative staff to determine on campus uses of performing arts facilities.
- Confers with community group representatives, professional entertainers, event planners and others regarding facility usage, availability of equipment and scheduling of dates.
- Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion.
- Designs, drafts, and oversees proper lighting, sound, rigging and staging for a wide variety of performances; may make minor repairs/and or construction to sets, scenery and props, as needed; monitors the cleanliness and general appearance of the auditoriums; oversees and provides technical training, advice and support to users regarding theatrical lighting, sound, and staging applications.
- Trains, schedules, and supervises, assigned theater operations staff, non-technical employees, and student workers and student crew to provide technical production support, including the proper cleaning, repair, operation, and storage of sound, lighting, and staging equipment, and ushering support.
- Supervises and evaluates the performance of assigned staff with the site administrator; assigns and reviews work and participates in the selection of new personnel, including substitutes, as assigned.
- Develops and implements effective customer service standards.
- Reads, interprets and applies applicable District policies, municipal codes, environmental and safety regulations. Instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of facilities and equipment (e.g., lighting, sound, communication, draperies and seating).
- Acts as liaison with event organizers and staff to arrange details for rehearsals and performances.
- Oversees marketing and promotion of the facilities; distributes information regarding the facilities and campus to interested parties and encourages their use.
- Resolves production and facility usage problems.
- Receives, inspects and arranges for the proper storage of theatrical equipment; maintains records of and conducts periodic inventories of such equipment.

- May personally operate lights, sound and other equipment during rehearsals and production, as needed.
- Maintains accurate records and files; prepares reports, correspondence and other written materials related to the work.
- Conducts pre- and post- event meetings with staff and clients.
- Conducts tours of facilities for prospective clients and provides estimated costs; under supervision of the Assistant Superintendent, prepares and negotiates contracts for use of facilities.
- Prepares and maintains an annual budget and a five-year plan.
- Conducts facility inspection before and after events ensuring that event set-up complies with event organizer plans and safety regulations; prepares document and cost estimates for building or equipment damage.
- Acts as liaison with security, medical, usher, stagehand, police and other event personnel; inspects auditoriums and communicates with local fire department to ensure compliance with fire regulations.
- Works closely with site administrative staff to maintain positive, cooperative working relationships in coordinating all uses of District performance facilities, specifically synchronizing and managing campus related events and parking with non-school-hours users of the facilities.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including exhibit and trade shows, concerts, theatrical productions, educational and other events
- Technical, operational and maintenance requirements for theater productions including lighting, sound and scenery, and stage operations, including rigging, sound, lighting, projection and set construction
- Event layout and floor space planning
- Custodial operations in a public assembly facility
- Parking, food and beverage concession operations
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Laws and regulations governing public assembly facilities and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws
- Principles and practices of supervision and training
- Organizational and time management skills

- Principles and practices of effective crowd control, security, safety and risk management practices
- Principles and practices of public assembly management and booking procedure
- Principles of facility marketing and sales techniques, public relations, facility rates, fees and related procedures
- Operates a variety of office equipment including a computer, an iPad, and assigned software
- Cash handling, audit and accountability techniques
- Budget preparation and oversight, cost containment techniques and cost center accounting, profit and loss analysis and effective revenue management methods
- Educational goals and objectives related to performing arts for children
- Vocal and instrumental music, theater and dance, and their effective promotion, advertising, performance and presentation

**Ability to:**

- Perform all essential duties of the position
- Work with the Director of Maintenance Operations and the staff
- Read, understand and interpret building, event and equipment blueprints
- Review and evaluate working drawing and sketches
- Interpret and execute directors' and designers' requests
- Operate computerized: electrical, hydraulic and manual lighting, sound, set, scenery and stage equipment
- Analyze and solve administrative problems and make sound recommendations
- Work with multiple and frequently changing deadlines; work evenings, weekends, holidays; be flexible
- Interpret, apply and explain policies, rules and District, facility and procedural guidelines
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Communicate effectively both orally and in writing in English
- Interpret and apply contract language including legal terminology for event permits
- Plan, assign, direct, coordinate, review and evaluate the work of paid and volunteer staff
- Operate a personal computer, with knowledge of software programs for scheduling, budget, record keeping, preparing reports, and event planning
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Work independently under general supervision
- Communicate and deal openly and effectively with employees, staff and the public, achieving results through positive human relationships
- Operate a computer, iPad, and other office equipment
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.
- Attend planning meetings and serve as technical consultant for productions
- Drive a vehicle

**Education/Training/Experience:**

Bachelor's degree from a four-year college or university, with a major in theatrical production, or a closely related field is preferred; minimum of five (5) years of progressively responsible professional/educational theater management experience, as well as technical experience, including three or more years of school district facility management, staff supervision, and contract administration experience is required.

## **Licenses, Certificates; Special Requirements:**

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance are required, as well as availability of private transportation or ability to provide transportation between District sites as needed/required.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

### **Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, printed material, instructions and safety information; read and interpret technical specifications and budgetary data; read and interpret blueprints and working drawings; consider facility use needs, including potential business and educational applications; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, vendors, contractors, consultants, technical advisors, the public and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use mathematical skills and mathematical reasoning; determine how to schedule work assignments; work with frequent interruptions; work under intensive deadlines. The employee must be able to work independently and supervise others. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work regularly in an indoor environment, including damp, wet, slippery areas and oily surfaces, confined areas, exposure to extreme changes in temperature/temperature extremes, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials,

harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; operating lifts; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud. Weekend, holiday and irregular work hours are required. Strict deadlines must be met when preparing for events. Responding to emergency maintenance needs may be required.

#### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.

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