

Job Title:	Theater Manager	Wage/Hour Status:	Exempt
Reports to:	Director Fine Arts	Pay Grade:	103
Dept./School:	Fine Arts Department	Date Revised:	October 28, 2024

Primary Purpose

To manage and operate the various District theater auditoriums to include sound, lighting, and video equipment.

Qualifications**Education/Certifications**

Bachelor's Degree

Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Training/experience in professional audio systems and professional theatrical lighting to include Digital Multiple Signal (DMX) and Microplex (MPX) protocol
- Ability to analyze and prioritize information to make appropriate recommendations
- Demonstrated organizational and interpersonal skills
- Proven reliability, diligence, dedication and problem solving
- Demonstrate good work ethic
- Ability to safely operate equipment and lift heavy equipment
- Must possess a valid Texas or New Mexico driver license; be insurable by the District's auto liability insurance carrier
- Subject to the EPISD drug and alcohol testing policy and regulation
- Ability to read, write, and understand instructions

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Organize and assign professional theater technicians to work EPISD and non-EPISD events at all District auditoriums/theaters and other District facilities.
2. Communicate with individuals who request the use of District auditoriums/theatres to organize appropriate use of the facility.
3. Prepare and maintain work schedules for Professional Theater Technicians.
4. Organize, deliver and set-up multimedia, A/V and communication systems/equipment for EPISD facilities.
5. Work with other professional theater technicians for events.
6. Provide trouble shooting, support and design or audio, video and communication equipment solutions. Retrieve equipment, inspect, and maintain in good operating condition.
7. Train and manage personnel to run the sound/light equipment, curtains, and other technical equipment during events.
8. Use electronic computerized sound/light equipment in the control booth.
9. Ensure restriction of sensitive areas in the auditoriums such as the catwalk and high voltage lighting equipment.
10. Create pre/post assessment of auditoriums to check for damages.
11. Promote a positive image and effective communication and a good rapport with District employee's at all organizational levels.
12. Attendance at the work site is required to meet essential functions of the job.
13. Participate in professional development activities as required by the district.
14. Follow established safety procedures to perform job duties; support district/ department goals.
15. Maintain a professional code of ethics.
16. Perform other duties as assigned.

Personnel Management

- 16. Assist in designed staff development programs.
- 17. Train, supervise and evaluate all assigned personnel and make recommendations relative to personnel matters.
- 18. Conduct conferences and develop training option plans to ensure optimal operations in the department.

Supervisory Responsibilities

Professional Theater Technicians

Equipment Used

Computers, printer, copier, audio/visual and lighting equipment and software

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, works with frequent interruptions; frequent districtwide travel, occasional out-of-town travel; frequent prolonged and irregular hours; prolonged use of the computer. Moderate walking, standing, bending, climbing, stooping, kneeling and reaching, heavy lifting and carrying. Work indoor and outdoor. Must be able to lift 45 pounds and over.

Terms of Employment

226 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.