

**JOB TITLE:** Performing Arts Center Manager

**DEPARTMENT:** Academic Affairs

**LOCATION:** Union Campus

**REPORTS TO:** Dean of Arts & Sciences

**FLSA:** Exempt

**LEVEL:** 203

**DATE:** 5/12/20, 7/17/19, 8/3/18, 5/8/18, 4/4/16

**POSITION SUMMARY:** Responsible for the overall operations of the Performing Arts Center (JEAPAC), including scheduling and coordinating fine and performing arts activities, designing and operating light, sound, and stage equipment, coordinating ticket sales, and providing support for activities, events, and performances.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of associate's degree, bachelor's preferred; two years full-time work related experience as technical director, lighting design and or set design.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Plan, organize, schedule, coordinate, and communicate JEAPAC operations, events and performances, including the use of technical and non-technical equipment, with faculty, staff, and external groups.
- Create, update, share, and maintain a master calendar for scheduling of events and activities in the JEAPAC. Coordinate with Facilities and Grounds regarding processed reservations. And conduct production meetings to aid in the coordination of activities in the JEAPAC.
- Design, execute, and run varied theatrical design for JEAPAC events and productions (design assignment may vary based on production need) in conjunction with the Technical Director, faculty, staff, and external representatives as needed.
- Maintain a running inventory of all JEAPAC technical equipment and research, recommend and order new equipment as needed in conjunction with the technical director and performing arts faculty and staff.
- Inspect and perform equipment and system maintenance and/or coordinate with external representatives to perform system maintenance on a regular basis.
- Supervise the Box Office Clerk and oversee the ticketing systems, ticket input and sales, customer relations, house management, and usher supervision.
- Plan and conduct regular production meetings with the JEAPAC faculty and staff regarding event and production needs.
- Train designated users on the design and programming of equipment as needed.
- Coordinate with ECC Facilities Department to assist with room setup and breakdown for JEAPAC events.
- Communicate with faculty and staff to provide high quality performing arts events.
- Keep up-to-date with advances in lighting and sound technology and incorporate those advances as applicable into JEAPAC events, activities, and performances.
- Schedule and coordinate with local schools and the community on participation in selected events.
- Supervise the organization and maintenance of the areas related to the JEAPAC, including the Costume room, Green Room, Dressing Rooms, Makeup Room and other areas as assigned.
- Alternating work schedule which will include weekends, evenings, and long hours.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; interpersonal skills using tact, patience and courtesy; ability to establish and maintain cooperative and effective working relationships with others. Ability to provide technical guidance and input into the technical operation of the performing arts center; ability to safely operate and maintain technical theatre tools and equipment; working knowledge of techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances; ability to design, operate and

maintain technical lighting, sound equipment and systems; knowledge and use of proper lifting techniques; ability to prioritize and schedule work and multi-task; proficient computer skills; ability to solve issues and work with diverse population, work with large crowds and young children.

**LEADERSHIP and COMMUNICATION SKILLS:** This position requires a self-motivated individual with the ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner. Establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.

**DECISION-MAKING and ANALYTICAL SKILLS:** A range of decision making skills involving the understanding of the college, department and/or division is necessary. Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Working knowledge of electronics, stage equipment and rigging, and audio-visual media; knowledge of computerized and manual stage lighting control systems; handle, use, or repair hand-held power equipment and/or light machinery; use, develop, or repair electronics or complex software (lighting and sound systems); establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems; utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, etc.; office machines such as telephones, fax machines, or copiers;

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in an indoor environment; some noise, dust, variance in temperatures, moisture and/or humidity, paint fumes during stage construction; exposure to electrical hazards, mechanical hazards, chemical hazards, explosive hazards, and/or burn hazards; the employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in theatre and office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 40 lbs; to operate stage equipment requiring repetitive hand movement and fine coordination.

**POSITIONS SUPERVISED:** Box Office Clerk

**SIGNATURES:** I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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