

PERFORMING ARTS CENTER DIRECTOR

Job Description

STATUS: 52 weeks

REPORTS TO: High School Principal

GENERAL SUMMARY: Plan and manage the technical and marketing activities of the (School District) Performing Arts Center. Responsibilities and assignments are contingent with theatre users (internal and external) production and technical needs. Supervise the training of students and professional volunteers permitted to use stage equipment and tools.

ESSENTIAL JOB FUNCTIONS:

1. Establish and implement marketing plan for Performing Arts Center.
2. Make budget recommendations and manage Performing Arts Center on a day to day basis.
3. Recommend, monitor, and enforce facility use policies.
4. Co-ordinate calendar and bookings with high school, district calendar, and athletic director.
5. Train and supervise technical crew of students in methods of operation and safety.
6. Develop written safety program and provide safety supervision.
7. Maintain inventory of staging systems equipment.
8. Manage a flexible work schedule including being present at all productions, rehearsals, and other events as needed.
9. Consult with renters, producers or writers to determine program approach, concepts, and technical requirements.
10. Assess customer support services needed for each production in pre-production meetings and prepare post production reports.
11. Serve as assistant/consultant for visiting touring shows.
12. Determine lighting and sound requirements for various productions, set-up and adjust necessary equipment.
13. Function as Technical Director for productions including training stage crews, scheduling and running technical rehearsals and maintaining an overall calendar and schedule for all technical aspects of the production including scenery, costumes, lighting and props.
14. Oversee the set-up and operate stage and related equipment such as lighting systems, sound systems, rigging systems, flooring and seating areas, intercommunication systems and the like.
15. Coordinate and supervise pre-rehearsal and rehearsal period activities.
16. Help supervise the construction and painting of stage scenery and properties.
17. Maintain, repair and adjust stage, audio, lighting and related auditorium equipment.
18. Coordinate hanging and presentation of artwork in the Charlotte Performing Arts Center.
19. Supervise and operate Genie lift.
20. Perform other assignments at the request of High School Principal.
21. Manage technical contract services staying within budget allotment.

SUPERVISORY RESPONSIBILITIES: Supervise students, temporary employees, and community volunteers. Maintain appropriate professional difference and distance with students.

EDUCATION AND EXPERIENCE:

Bachelor's Degree (BA) from four-year college or university preferred; one or two years related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of all technical systems including lighting design, computer light boards, complex sound systems and costume design.
2. Background in set design and construction.
3. Ability to work well with others.
4. Basic understanding of costuming and broadcasting.
5. Must have excellent organizational skills and interpersonal skills.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of costumers or employees of organization.
7. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
10. While performing duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

The employee must frequently work near moving mechanical parts or work in high or precarious places. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/production.

CONTACTS AND PURPOSE OF CONTACTS:

Internal: Regular contact with students and employees in other departments.
External: Outside users, staff of touring productions and members of the community.

ADDITIONAL INFORMATION:

Flexible schedule, many long hours, work with a variety of people and work well with students. Required climbing, lifting and heights. Must be able to problem solve

COMPENSATION: Negotiable

BENEFITS PACKAGE

WEEKS OF WORK: 52 weeks with scheduled vacation time.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.