



## JOB INFORMATION

Job Code:	171013
Job Title:	Technical Theater Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Theatre Equipment
Job Family Group:	Arts Production Support
Management Level:	5 Manager

## JOB SUMMARY

Manages and oversees the operation and implementation of the production season and performance venues. Directs staff and students in the safe and proper use of facilities, specialized and state of the art equipment and other materials. Supervises operation and maintenance of facilities, equipment and materials. Provides specialized lighting, sound and rigging technical consultative services. Supervises all assigned subordinate staff and student workers.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Practical lighting and sound experience.
	X	Technical knowledge of theatrical lighting, rigging and sound.
	X	Demonstrated supervisory skills.
	X	Knowledge of computerized lighting, video, and sound consoles.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages and oversees the operation and implementation of the production season and performance venues. Supervises implementation of lighting and sound designs for all productions. Oversees and monitors all technical rehearsals and performances. Instructs and oversees activities of all assigned staff and students. Trains staff and schedules work assignments. Provides technical support for all events. Monitors work performance and provides feedback. Resolves equipment problems referred by staff and student workers.				
Directly supervises all assigned subordinate staff and student workers. Recruits, screens, hires and trains staff and student workers. Evaluates employees performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Directs staff and students in the safe and proper use of facilities, specialized and state of the art equipment and other materials. Supervises operation and maintenance of facilities, equipment and materials for instructional purposes. Schedules all technical support for outside rentals. Schedules personnel and facilities and ensures compliance with safety procedures.				
Oversees maintenance and inventory of theatrically related equipment. Determines need for major rentals of lighting and sound equipment in consultation with designers. Approves rentals as needed. Plans for equipment upgrades depending on show and departmental needs. Directs purchasing activities including major purchases. Approves orders for equipment and consumables and negotiates with vendors. Maintains, with the design and professional staff, vendor contacts and backup purchase documentation files for reference and reporting, as needed.				
Oversees and maintains theatrical systems including sound, lighting and rigging. Determines need for emergency repairs or replacement of equipment and facilities. Supervises repairs of non-working fixtures and equipment. Troubleshoots equipment failures, as needed. Schedules preventive maintenance.				
Consults with users to determine necessary hardware, software or system functions for lighting and sound consoles, and house lighting system software. Trains users in proper operation of systems and associated software. Sets-up programs, tests, and maintains lighting, video, and sound consoles. Troubleshoots data failures.				
Develops and implements operating policies and procedures. Ensures compliance with security and safety procedures.				
Plans and administers the budget(s). Authorizes expenditures and monitors expenses for materials supplies repairs and maintenance. Reconciles budget activity. Prepares budget reports.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.