

TECHNICAL THEATER MANAGER

Code No: 4-18-039
Non-Competitive Pending NY State Approval

DISTINGUISHING FEATURES OF THE CLASS: This is a theatrical management position in a school district responsible for overseeing the technical aspects of a theatrical production. Duties include planning, scheduling, organizing, and directing the technical aspects of school and community group productions and special events. The employee reports directly to, and works under the general supervision of, the Director of Facilities II or III, or other higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Directs and oversees the completion of the technical aspects of theater, stage, auditorium productions, special events, and community group productions including lighting and sound systems, rigging, stage curtains, and audiovisual and computerized support;

Advises, reviews and approves technical aspects of proposed stage sets, and lighting and sound systems for all middle and high school productions;

Schedules preventative maintenance and required inspections of technical equipment, and maintains related records;

Ensures theater productions and special events in school facilities comply with building and fire codes as well as the American with Disabilities Act (ADA) by checking accessibility to and from facilities and completing an American Production Checklist for each production;

Reviews and approves/disapproves special use items such as dry ice and fog machines for safety and code compliance;

Acts as the primary contact for theater and stage-related productions and special events within a school district;

Develops manuals for each auditorium outlining procedural operations of facilities and equipment;

Provides ongoing training of staff, volunteers, and student interns/assistants in the use of technical equipment and other aspects of productions and special events;

Provides professional technical information to students of Art, Music, Theater, Technology, English and other fields, in the form of oral presentations;

Coordinates and schedules productions and events;

Maintains the schedule of events for activities located in the school auditoriums;

Assists with the selection and development of stage crews.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of theater technology specifically as it relates to lighting and sound systems, rigging, stage curtains, and audiovisual and computerized support; good knowledge of the appropriate technical support personnel needed to operate and run a theater, production or event; good knowledge of theater scheduling; working knowledge of applicable building and fire codes and the American Disabilities Act (ADA); ability to plan, organize, schedule, and direct the technical aspects of a theater/stage production or similar event; ability to coordinate and schedule events and performances and maintain schedules; ability to work independently and apply problem-solving skills; ability to manage multiple concurrent projects; ability to make decisions; ability to write narrative documents including, reports and manuals; ability to establish effective working relationships with others; ability to direct and motivate staff; ability to direct the technical aspects of all types of productions; ability to properly inspect special use items in order to approve or disapprove their use; ability to convey technical information to students verbally in an understandable manner; ability to ensure the provision

of technical equipment by properly scheduling preventative equipment maintenance; ability to train others in the use of technical equipment and other technical aspects of theatrical productions and special events; ability to coordinate the work of others; ability to communicate both orally and in writing; ability to evaluate subordinates' work performance in a constructive manner and recommend appropriate compensation to administrators; ability to pay attention to detail; organizational ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Theater Design, Theater Design and Technical Production, Theatrical Design, Theatrical Production, or Design and Technical Theater, plus one (1) year paid full-time or its part-time equivalent experience directing technical theater activities in a venue such as a school facility or professional theater production; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, with a minor, a concentration, or at least twelve (12) semester college credits in one (1) of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: January 3, 2008

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REVISED: January 15, 2015

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