UNIVERSITY OF SOUTHERN CALIFORNIA

Technical Theater Manager

Job Code: 171013

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Grade: J
OT Eligible: No
Comp Approval: 9/25/2013

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JOBSUMMARY:
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.

JOBACCOUNTABILITIES:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>TASK</th>
<th>DESCRIPTION</th>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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</td>
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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.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:

No
Yes

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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Practical lighting and sound experience. Technical knowledge of theatrical lighting, rigging and sound. Demonstrated supervisory skills. Knowledge of computerized lighting, video, and sound consoles.

Preferred Education:

Master’s degree

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Communication -- written and oral skills
Consulting
Counseling
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Computerized sound and lighting consoles
Fax
Multimedia equipment
Personal computer
Personnel lifts
Photocopier
Theatrical counter weight rigging systems

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Technical

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

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

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