UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Theatre Manager

Job Code: 171107

Grade: G
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Assists Theatre Manager in operation of Norris Theater, film-related programs and associated facilities by providing back-up for evenings and weekends. Supervises projection and related services.

JOB ACCOUNTABILITIES:

<table>
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<tr>
<th>E/M/NA</th>
<th>% TIME</th>
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<td>Shares manager responsibilities with Theatre Manager to provide 7 day/week, 16 hr/day coverage of Norris Theater and other projection facilities. Backs up Theatre Manager during evenings and weekends.</td>
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<td>Provides back up to Theater Manager in areas of film procurement and handling. Assists with ordering and shipping theatrical and educational rental films and videos or arranging courier services.</td>
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<td>Supervises training and work of Norris Cinema Theater assistant house managers, print inspectors in the cleaning and inspection of films, and projection staff in operation of school owned projection equipment and related film presentation procedures. Schedules and prioritizes workloads. Monitors performance and provides feedback.</td>
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<td>Assists in preparation and management of film-related programs including coordination of film and projection services with organizations, internal departments and schools. Provides information on film program services, film equipment and print care.</td>
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<td>Oversees and facilitates maintenance, operation and repair of school projection, sound and related equipment. Handles emergency equipment repairs.</td>
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<td>Utilizes and maintains internal database management systems for films, videos and tapes.</td>
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Perform 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:
- High School or equivalent
- Specialized/Technical Training

Minimum Experience:
- 1 Year

Minimum Field of Expertise:

Preferred Education:
- Bachelor’s Degree

Skills: Other:
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Supervisory Skills
- Teaching/Training

Skills: Machine:
- Personal Computer

Supervises: Level:
- Supervises student, temporary and/or casual workers

Comments:
- Work includes many weekends and evenings.

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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