UNIVERSITY OF SOUTHERN CALIFORNIA

Theatre Manager

Job Code: 171111

Grade: I
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Manages and oversees operation of the Norris Theatre and film-related programs. Provides film and projection services for classes and events. Has direct responsibility for scheduling, advertising, acquisition, and maintenance. Supervises employees and student workers engaged in facilities' services.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Duties</th>
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<td>Supervises, organizes and directs the operation, setup, and maintenance of the Norris Theatre and other major University facilities for film-related programs and special events.</td>
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<td>Plans and coordinates film and projection services with organizations and internal departments and schools. Serves as a resource to faculty, students, and staff for information on film program services, film equipment, and print care. Researches locale of obscure films. Arranges for bookings and preparation of 35mm films.</td>
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<td>Liaises with non-theatrical vendors and major film distribution companies (Universal Studios, Warner Bros., etc.) on use of studio films for classes, programs, and special events. Selects and evaluates vendors and potential vendors.</td>
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<td>Plans and coordinates ordering and shipping of theatrical and educational rental films and videos or makes arrangements for courier services.</td>
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<td>Directs cleaning and inspection of films. Monitors equipment regularly and reports repair needs.</td>
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<td>Supervises and trains unit employee(s) and student workers, as assigned. Schedules and prioritizes workloads. Monitors and assesses employee performance and provides feedback. Ensures timely completion of unit's work.</td>
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<td>Manages theatre and projection services budget. Reviews, tracks, and monitors expenditures. Provides status reports, as needed.</td>
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<td>Designs and maintains internal database management systems for films, videos, and tapes.</td>
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<td>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.</td>
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*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:
  2 Years
Minimum Field of Expertise:
  Knowledge of film and projection services and equipment.
Preferred Education:
  Bachelor's Degree
Skills:  Other:
  Assessment/evaluation
  Communication -- written and oral skills
  Knowledge of applicable laws/policies/principles/etc.
  Organization
  Planning
  Problem identification and resolution
  Scheduling
  Supervisory Skills
  Teaching/Training
Supervises:  Level:
  Supervises employees and student 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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