SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Visual and Performing Arts Facilities Manager
REPORTS TO: Director, Visual and Performing Arts

DEPARTMENT: Visual and Performing Arts Department
CLASSIFICATION: Classified Manager

FLSA: Exempt
SALARY GRADE: 028 AASD

ISSUED: May 28, 2019

BASIC FUNCTION:
Oversee, supervise, schedule and coordinate events held in performing arts centers (PACs) and related arts facilities at district schools; manage, facilitate and implement technical and production requirements and supervise assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Oversee, supervise, schedule and coordinate events held in performing arts centers (PACs) and related facilities at district schools both during and after regular school hours, including weekends; manage, facilitate and implement technical and production requirements. E

Develops and manages programs designed to engage students and student groups in PAC events and implements internship programs for students designed to prepare them for future jobs in the media and entertainment industry. E

Pursue community performance organizations that will provide production or performance experience to high school students. E

Develops and maintains community awareness of a PAC, including development and implementation of promotional campaigns and events to attract community use. E

Conducts tours of the facilities for prospective users of the PAC. E

Determines priorities of event coordination in conjunction with school staff.

Prior to each production, establishes the number of technicians, time and materials required to stage various events and schedules same. E

Reads, interprets and applies applicable District policies and safety regulations. Instructs staff, students, and volunteers in work and safety procedures. E

Trains and supervises Theater & Media Assistants, information technology professionals, students and other staff as needed in the operation of PAC equipment during PAC use. E

Prepares operating budgets in conjunction with school principal and oversees related financial operations, including facility rentals, grants and fundraising. E
Coordinates the inventory of, as well as the budgeting, purchasing, scheduling, repair and maintenance of all PAC equipment.

Coordinates all production staffing needs for productions, including the safe and effective use of students and parent or community volunteers, online ticketing systems, the “front-of-house” and “back-of-the-house” aspects of event production.

Sets goals and strategies for the overall development of a PAC.

Establish and maintain good working relationships with stakeholder groups, at both the District and school site level.

Serve as a resource for school organizations assisting with the development of production requirements as well as provide input on district projects involving remodeling or building of new performing arts facilities.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to a business degree and four years of experience as a manager, director or supervisor in a performing arts center, theater or related enterprise, such as technical theater and theatrical design, preferably in a public school setting working directly with students.

**LICENCES AND OTHER REQUIREMENTS:**
Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Theater/media production, including operation of theater equipment and capability to quickly learn the technical operations for specific or new pieces of equipment and technologies.
The technical needs of varied types of performance groups including theater, vocal and instrumental, music and dance.
Theater operations including staffing, online and print ticketing systems, theater systems, and the use of related facilities rented in conjunction with a PAC.
Applicable laws, codes, regulations, policies and procedures including California Education Code and regulations governing public assembly facilities and entertainment venues, including fire and safety laws, CAL OSHA regulations, ADA provision, health codes and applicable local, state and federal regulations and laws.
Principles and practices of administration, supervision and training.
Operation of a computer and assigned software.

**ABILITY TO:**
Oversee program budget, including equipment acquisition, inventory and repair.
Coordinate the work of others.
Provide presentations and written reports to Board and other district administration.
Communicate effectively and maintain cooperative relationships.
Maintain accurate records and provide statistical reports.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment, school site and outside agency locations.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting objects up to 50 lbs.; climbing ladders and flights of stairs.

NOTE: This position may be part time, or may be a position shared with another part time certificated position on a school campus. This position may involve one or more PACs, depending on circumstances, and may require travel between sites within the regular work day, and may be required to work after school hours, on evenings and weekends.

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