

D127 STUDENTS AND STAFF ARE...



Job Description

LOCATION: GCHS/GNHS

REPORTS TO: Department Chair for Fine Arts

TERM: 10 Months (198 days) Union Position

POSITION SUMMARY:

The Theatre Manager, along with the Theatre Technician, facilitates all technical aspects of theatrical productions within District 127. They are responsible for managing the scheduling of theatre events at both schools, and making sure events at both schools are covered by theatre staff. They will run the technical and front of house (e.g. audience management, box office assistance, usher organization, lobby set up, etc.) aspects of all events within the North Black Box including presentations, assemblies, rental events, concerts, talent shows, and meetings.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

High School diploma/GED is required

Experience or education in area of theater management required

Excellent computer skills and may need to learn new software quickly as needed.

ESSENTIAL FUNCTIONS:

- Provide management services for North Black Box Theater events
- Work with Theater Technician to Maintain North Black Box Theater spaces and equipment
- Schedule performances, rehearsals, and work calls in Fine Arts facilities in consultation with the Fine Arts Department Chair
- Maintain the master calendar for the Central Theater and North Black Box Theater and serve as the contact person/resource for staff/administration in planning events
- Coordinate Personnel, both professional and student, for coverage of all Auditorium/Theater events with productions/event coordinator

- Coordinate with the Theatre Technician and Student Interns the technical demands of single-date events as needed by the greater school community in the overall Black Box Usage schedule. This includes providing technical support (e.g. basic knowledge of theatrical lighting, operate an ETC light board, basic knowledge of setup and operation of a digital sound console and audio support for music and presenter events, microphones and speakers) for all school based programs (e.g. College and Career Events, Honors Night, talent shows, dance performances and departmental award ceremonies, etc.)
- Be present, as needed, at Fine Arts Performances and/or district event to supervise student crews and for general house management in North Black Box
- Attend weekly Building Utilization meetings and Fine Arts Department meetings at both schools. Schedule and coordinate the technical demands of rentals that will fit into the overall Black Box Usage schedule
- Coordinate maintenance of the Black Box Theater with Theatre Technician
- Ensure the organization of the Black Box stage, lighting equipment, dimming equipment, sound equipment, construction area/scene shop and storage areas with the help of the Student Interns.
- Ensure Black Box Theater is prepared for all events by coordinating with building maintenance to ensure equipment is properly set up (table, chairs, etc.)
- Participate in budget planning and perform budget oversight. Tasks include proposing and maintaining the budget for facility use/upcoming productions, compiling bills for the use of the auditorium and initiating invoicing through the district office, responding to questions about bills, use of funds in the appropriate accounts and planning for equipment purchase and repair

OTHER FUNCTIONS:

- Procures supplies and materials for the purpose of maintaining availability of required items
- Assists with establishing new procedures for theater usage as needed
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school district

SKILLS REQUIRED:

- Ability to demonstrate regular attendance and punctuality
- Ability to perform several tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to maintain a professional demeanor in all situations, with diverse groups and to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians

- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities and work efficiently under minimum supervision

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee will, at times, be required to lift up to 40 lbs.

WORK ENVIRONMENT:

- The usual and customary methods of performing the job's functions require the following physical demands; lifting, carrying, pushing and/or pulling. Generally the job requires 25% sitting, with the remainder of time standing and moving according to the physical requirements listed above.
- There will be an annual performance evaluation for this position.

FLSA STATUS: Non-Exempt

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.