

**Alex Regional Theatre Board
Job Description**

Job Title: **DIRECTOR OF THEATRE OPERATIONS**
Department: Theatre Operations
Reports To: Chief Executive Officer
Subordinates: Assistant Technical Director, House & Volunteer Manager, Maintenance Supervisor
 & Custodial Personnel
FLSA Status: Exempt
Hours: Full-Time

Position Summary:

The Director of Theatre Operations reports to the CEO. The Director of Theatre Operations is responsible for overseeing daily operations of the Alex Theatre through oversight of back and front of house operations, information technology, maintenance, restoration projects, budgeting and general operations and ensuring the readiness and smooth operation of the venue during performances.

Supervisory Responsibilities:

The Director of Theatre Operations supervises the Assistant Technical Director, House and Volunteer Manager, Maintenance Supervisor and custodial staff. Responsibilities include but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing employee work; appraising employee performance; rewarding and disciplining employees; budgeting and planning, resolving rental user and patron complaints. The Director of Theatre Operations carries out supervisory responsibilities in accordance with Glendale Arts policies and procedures and applicable laws.

Essential Functions and Responsibilities:

- Together with the Assistant Technical Director and the House and Volunteer Manager, reviews event needs and assists with and monitors hiring, training and scheduling of work hours for full and part-time Theatre staff.
- Serves as the principal liaison to the production personnel of rental users of the Alex Theatre and together with the Assistant Technical Director and House staff, advances all front of house and technical aspects of performances via phone or e-mail communication in addition to site visits if necessary.
- Develops and manages annual department budgets.
- Together with the Assistant Technical Director, supervises the set-up of all lighting, sound, risers and platform, etc., and other special production requirements for all performances and rehearsals.
- Maintains inventory of all stage and production equipment.
- Negotiates with product vendors for purchase or rental of production and stage equipment.
- Oversees and maintains appropriate inventory, supplies and equipment by creating and implementing an inventory control system.
- Ensures compliance with Alex Theatre safety policies and City, State and Federal licensing requirements, fire regulations and the Health and Safety at Work Act.
- Maintains proper records of events and maintenance.
- Manages all maintenance, capital improvement, and restoration projects.
- Works with the GA Office Manager and IT Consultants to oversee purchasing and management of servers, firewalls, software, and high-speed Internet and all IT special projects for the Theatre.
- Other duties and responsibilities may be added at the Glendale Arts Board's discretion.

Job Requirements and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's degree in technical theater or a related field from an accredited college or university, or may substitute work experience for education.
- A minimum of three to five years of professional experience in live performance production as a stage manager with a theatre or performing arts organization.

Knowledge and Skills

- Practical skills and experience in modern professional theater techniques.
- Must demonstrate ability to problem solve and to handle varied projects simultaneously under tight deadlines.
- Strong organizational and project management skills.
- Experience with preparing and managing department budgets and meeting goals.
- A team player who is able to work well with others in sometimes stressful environments.
- The ability to work and communicate effectively with a diverse group of board members, donors, volunteers, patrons and staff of diverse cultural backgrounds.
- Excellent English language oral and written communication skills.
- Strong written communication and proof-reading skills.
- Excellent customer service skills.
- Computer literacy in Microsoft Office software applications. Working knowledge of AutoCad is desirable, but not required.

Other

- Valid California driver's license and insurance coverage.
- Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk and climb or balance. The employee is occasionally required to stoop, kneel or crouch. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. The employee will regularly use the telephone, computer, and a headset.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee may be subject to some atmospheric conditions such as fumes, odor, dust, etc. The employee may be subject to some atmospheric conditions such as fumes, odor, dust, etc. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.

Compensation

We offer a competitive, market-rate salary and benefits package (including health and dental insurance, vacation time, 401K, etc.).

About Glendale Arts

Glendale Arts is a private non-profit organization that integrates the arts into the identity, growth and economic vitality of City of Glendale through a variety of programs and community partnerships that benefit patrons, artists, organizations and businesses via the management, stewardship and programming both in the community and at the historic Alex Theatre.

To Apply

This new position is available now; start date is flexible, but not later than August 28, 2015.

To apply, please send a cover letter, resume, and salary requirements to jobs@glendalearts.org Please include "DIRECTOR OF THEATRE OPERATIONS" POSITION" in the subject line.

Incomplete applications will not be considered.

No phone calls please.