

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

Theatre Facilities & Media Manager

Brief Description of the Position

Under the general direction of the IT Supervisor, the **Theatre Facilities & Media Manager** oversees the use of theater facilities by all users and coordinates/organizes technical aspects for productions, events, and other media events throughout the district. This position ensures the safety of equipment, students, staff, and members of the community. The Manager trains and provides work-related direction and guidance, sets schedules, and oversees the use of production/media equipment and facilities. The Manager is the primary interface between professional, District and community users to ensure their event needs are met.

Major Duties and Responsibilities

- Operate and manage equipment for theatre/sport/event productions
- Videography, photography, and live streaming for site events/meetings
- Manage production equipment inventory
- Maintain/troubleshoot stage equipment such as lights, mics, etc...
- Facilitate the use of the building for both internal and external users
- Oversees all aspects of theatre/sporting events and productions
- Trains others in the use of the facility technology and equipment
- Other duties as assigned

Knowledge of:

- Running Sound/Light boards in a theatre or performing arts environment
- Proper event production procedures and best practices
- Theater terms as well as theatrical operations

Ability to:

- Communicate effectively with students, teachers, other districts, and outside agencies.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Maintain a sense of urgency with particular tasks
Multitask and manage changing priorities from multiple sources

Technical Skills with:

- Sound Board/Light Board Operations
- Microphone setup and placement
- Video equipment setup and use
- Live video streaming

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- Current computer operating systems such as Microsoft Windows and macOS
- Projectors, Flat Screen TVs, and Apple TV

Education and Experience:

- Equivalent to the completion of the requirements for a High School Diploma required
- Associates Degree in theatre tech, production, multimedia, etc. preferred
- Experience in theatre production environment or facilities management with a focus on multimedia/performance spaces
- Experience supporting an educational environment desired
- Experience working with novice to advanced users

Experience with the following is a plus:

- Production/event recording and streaming
- Blackmagic Design Video Equipment
- Audio Signal Flow
- Blocking/Stage Direction

Licenses and Other Requirements

Essential duties require, but are not limited to the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Must be willing to work a flexible schedule to accommodate evening/weekend productions and events
- Sufficient vision to read printed materials and video display screens
- Sufficient mobility to stoop, reach, and move about
- Ability to lift production related equipment up to 50 lbs or less without assistance
- Capability to work with numerous interruptions
- Department of Justice clearance prior to employment
- Possess and maintain a valid CA driver's license
- Tuberculosis (TB) clearance prior to employment
- Mandated Reporter Training Certificate

Work Year: 261 duty days

Classified Management Range 8

Position on Classified Management Salary Schedule Board Approved on February 19, 2019