

Breck School | Job Description

Title: Theater Manager
FLSA Status: Exempt
Reports to: Performing Arts Department Head
Hours of Work: Full-time during school year. Hours vary to accommodate theater needs.
Schedule coordinated with Performing Arts Department Head.
Effective Date: January 2019
Start Date: March 4, 2019

Background

Manage, coordinate and maintain technical aspects of theater productions and facility ensuring proper equipment maintenance and theater safety. This includes set construction, theater lighting and sound, props, and scheduling of theater and equipment. Teaching responsibilities to be determined in conjunction with administration.

Essential Duties and Responsibilities

Safety and Maintenance

- Ensure safety of facility by conducting routine safety checks
- Ensure safety and security of facility by securing theater facilities and equipment each day
- Oversee the safe use of equipment in the theater and scene shop
- Work closely with Superintendent of Building and Grounds to ensure maintenance and safety of theater area
- Inventory and purchase shop supplies
- Maintain storage of props and costumes
- Submit work requests. Keep Performing Arts Department Head informed as to requests

Scheduling the Theater/Providing Technical Support

- Coordinate reservations for theater space and equipment
- Coordinate set up and take down of theater equipment for non-performing arts functions within theater space (i.e., meetings, assemblies). Coordinate with Library/Media to obtain non-theater equipment as requested for meetings.
- Provide technical support for performances, meetings, presentations and assemblies as pertains to sound, lighting, and projection needs in the theater space
- Coordinate theater equipment set up for non-theater productions and ensure safe use of that equipment (i.e., homecoming coronation)
- Act as a resource for building technology assistance as needed.
- Train and schedule students to assist with operation of equipment during events in the theater

Productions

- Oversee production as it pertains to sound, lighting, props, set, and crew
- Determine equipment needs, gather and create props, purchase and locate materials for sets



Productions (cont'd.)

- Create lighting and set designs for Performing Arts productions. Incorporate student ideas when possible
- Realize the set, lighting, sound and props design for shows.
- Train and supervise student crews in the correct operation of lighting control equipment, sound control equipment, and the execution of scene changes as required for performances.
- Train stage managers to call light sound and stage cues
- Record and anticipates technical expenses to ensure a balanced budget
- Provide technical support as pertains to sound, lighting and projection needs for various Performing Arts performances
- Facilitate the installation and removal of the Marley floor for dance concerts

Instruction

- Classroom instructor for MS and/or US Technical Theater Classes.
- Supervise students who are involved in after-school activities related to the theater program
- Work with Theater Instructor to coordinate end-of-year Theater Awards Banquet
- Attend Upper School division meetings and Performing Arts Department meetings.
- Carry out other duties as assigned

Education and/or Experience

- Bachelor's degree, Technical Theater or Theater Design preferred
- 1-3 years of experience in theater tech

Other Performance Indicators

- Knowledge and experience with theater safety
- Knowledge and experience with lighting, sound, set construction and painting
- Knowledge of rigging practices
- Able to lift construction materials and theater equipment
- High mechanical aptitude and comfortable working with set construction and power tools
- Problem solving and organizational skills
- Works with multiple levels in the organization
- Builds positive relationships with and effectively teach children
- Works a flexible schedule
- Works collaboratively within a department
- Communicates respectfully and professionally with all constituents

To Apply

Send resume, letter of interest, and two letters of reference to: employment@breckschool.org