COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: AUDITORIUM MANAGER, VISUAL AND PERFORMING ARTS

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

To perform technical work including design, construction, installation, and operation of presentation/performance equipment, systems, and facilities related to the Charles R. Dassance Fine Arts Center. To schedule and supervise staff and activities in or on the stages and adjoining areas of the Charles R. Dassance Fine Arts Center. To provide technical support for events at the Webber Gallery.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** Associate in Arts or Associate in Science degree from an accredited institution in a field of study related to theatrical support required. Bachelor’s degree in technical theater or related area preferred. Should include a combination of degree and documented work experience in sound, special lighting, special effects and set design. Applicants with an MFA or other graduate work would have opportunities for supplemental teaching in lighting, sound and stagecraft and are preferred.

2. **Years of experience in field:** Three years experience working in a theater, and experience with set design and technical theatre required.

3. **Special skills or abilities related to position:** Knowledge of the operating techniques of sound equipment and a variety of audio-visual equipment. Knowledge of the use of recorders, amplifiers, cameras, and other audio-visual equipment. Knowledge of the techniques used in the theatrical productions including special lighting, special effects and set design. Knowledge of basic electricity and some electronic background. Ability to operate audio-visual and sound equipment. Ability to design production sets. Ability to work with clients of the auditorium. Ability to maintain records of inventory and operating budgets. Ability to establish and maintain effective working relationships with clients and staff using excellent customer service skills. Ability to work in supportive role with Fine Arts Faculty, collaborate with faculty and staff, and external auditorium clients. Ability to supervise and mentor students and part-time staff with a variety of backgrounds and skills.

4. **Flexible schedule includes night and weekends coverage.**

Revised 06/24/12
Revised 03/23/09
07/27/03
Revised 3/17/06
ESSENTIAL JOB FUNCTIONS:

1. Schedule, staff and coordinate bookings for the Fine Arts Center including productions, rehearsal, student testing and orientations, and other college and community events.
2. Provide technical support and supervision for events at the Fine Arts Center.
3. Provide technical support for events at the Webber Gallery.
4. Coordinate with College support personnel for services and room needs for scheduled bookings.
5. Design stage lighting for productions and operate computerized lighting control system. Coordinate maintenance and repair of fine arts auditorium equipment.
6. Design sets and/or lighting for theatrical productions as needed.
7. Coordinate sound production requirements including setting-up and operating sound equipment for live events, video equipment and programming units.
8. Coordinate videotaping and sound recording of programs. Coordinate maintenance for equipment.
9. Maintain inventory control of equipment and supplies. Make recommendations for annual operating budget for the Fine Arts Center.
10. Coordinate with theatre department on material and set storage.
11. Provide work experience opportunities and supervision in conjunction with theatre department for theatre students to learn technical production skills.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.
- Distinguish between colors.
- Ability to climb ladders and move moderately heavy equipment.
ENVIRONMENTAL CONDITIONS:

- Works inside with noise, darkness, electrical energy, uneven surfaces, in or with moving objects, ladders, scaffolding, heights, and poor lighting. Ability to climb ladders and move moderately heavy equipment.
- Flexible schedule that will include nights and weekends, as needed.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Charles R. Dassance Fine Arts Center and the Webber Gallery - Ocala Campus

SUPERVISOR OF POSITION: Associate Dean – Liberal Arts and Sciences