

## MONTEREY PENINSULA COLLEGE

### THEATRE MANAGEMENT SPECIALIST

#### **JOB SUMMARY**

Under general direction of the Theater Technical Director, perform a variety of complex tasks associated with the operation of the MPC Theatre Box Office and House/Performance activities; assist in developing and conducting the marketing, recruiting, promotional and public relations campaigns of the Drama Department; exercise discretion and independent judgment while interacting with the community at large; receive limited direction from the Theater Technical Director within a broad framework of professional policies and procedures.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Assist in coordinating the operations and management of box office activities and procedures; oversee maintenance of box office equipment.

Perform box office accounting and cashiering activities; maintain records of transactions and accounts while regularly reviewing records with the Theater Technical Director.

Contribute to the development of theater marketing and public relations materials.

Assist in the dissemination and distribution of promotional materials.

Assist in the training and direct the work of students and volunteers in theater related activities.

Coordinate the synchronization of House and Stage activities as scheduled; recognize and report facility problems in order to maintain the Theater in a clean, safe condition.

Maintain professional contacts within the field of Theatre Arts Management; activities to maintain a state-of-the-art knowledge of Theatre Arts marketing and business practices.

Confer with faculty, staff, students, and other parties in providing the Theater Technical Director with information regarding Drama Department activities.

Promote community support for the College and the Drama Department through personal contacts; assist in seeking outside funding for unique Department needs.

##### **Other Functions**

Performs other related duties as assigned.

#### **EMPLOYMENT STANDARDS**

##### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed above. For example, completion of two or more years of college level course work in Theatre Arts, budgeting and management, and two years of recent Performing Arts marketing, production, and box office experience.

**Knowledge**

Knowledge of: principles and techniques of theater management; box office accounting procedures and house/production activities; development and distribution of promotional and marketing materials; record keeping, office methods and practices; public relations techniques; computer graphics software and document preparation/presentation software.

**Abilities**

Ability to: apply current methods used in box office and house management activities; prioritize tasks and do several tasks simultaneously; effectively interact with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, calm, and firmness; effectively communicate in both written and oral form using appropriate and correct English; provide accurate accounting reports in the time required; apply marketing and publicity experiences to the college and community; establish and maintain effective work relationships with those contacted in the performance of the required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate physical effort which may include frequent sitting, standing, walking, and handling up to 50 pounds. Stoop, bend, kneel, crouch, reach, and twist; lift, carry, push and pull. Indoor and outdoor work environment.

**Job Description/Title:** Theatre Management Specialist

**Board Approved:** October 25, 2017

**SALARY SCHEDULE:**

Classified, Range 14