



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Performance Facility

JOB SUMMARY

Performs responsible facility management of the Margo Jones Performance Hall. Duties include policy development and implementation, facility scheduling and management, training and supervision of temporary employees, and artistic design and technical production. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chair, Music & Drama

Supervises: Supervises Student Assistants and temporary employees

PRIMARY DUTIES - *May include, but not limited to the following:*

Develops and implements policies for the use and maintenance of the performance facility and related equipment.

Coordinates scheduling of the facility with Music & Drama and Academic Facilities.

Consults with the Facilities Management regarding maintenance and operations.

Maintains an active training and qualifying program on stage equipment for students and/or contracted labor.

Hires, schedules, and supervises crews to set-up, assist at performances, and strike sets.

Hires, schedules, and supervises employees to work the box office and other front-of-house operations at events.

Provides on-sight supervision of the use of the performance facility and equipment.

Consults and advises on artistic and technical matters relating to events in the facility.

Coordinates technical needs of facility users.

Coordinates and supervises video and audio taping of approved events.

Designs or consults on designs and execution of scenery, lighting, and sound for productions as requested.

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Assists the Chair of the Department of Music & Drama with academic accommodations.
Technical direction of TWU productions.
Consults, advises, plans, and supervises scenery construction for 4-6 productions annually in collaboration with TWU theater design faculty.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master of Fine Arts in technical theater and/or comparable professional experience.

EXPERIENCE

Three years of production experience in lighting, rigging, scenery construction, and sound at a university or professional level. Supervisory experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

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 occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.