



JOB TITLE: THEATRE MANAGER

Classification: Supervisor
Salary Range: 18

Retirement Type: PERS*
Revised/Board Approved: March 21, 1994

BASIC FUNCTION:

Under the general supervision of the Executive Director, South Bay Center for the Arts, plans and directs Box Office operations in Marsee Auditorium, Campus Theatre and Recital Hall for all college and community events; supervises Box Office staff; directs all theatre front of house operations; supervises Event Specialist; prepares and administers the Center's annual budgets; performs related work as required.

REPRESENTATIVE DUTIES:

Responsible for the successful operation of the Center for the Arts Box Office.

Selects, recruits, assigns, supervises and evaluates Box Office staff; approves time sheets as necessary.

Trains and supervises Box Office personnel in the programming and maintenance of computerized ticketing system, computer network, and software.

Keeps inventory and other records;

Develops and prepares Box Office and theatre management budgets, maintains budgetary control over same once approved; assists Center departments with the development and preparation of annual budgets; assists in the administration and maintenance of these budgets.

Directs and supervises all front of house operations.

Selects, recruits, assigns, supervises and evaluates Event Specialist.

Coordinates theatre maintenance and custodial care with college Maintenance office.

Produces box office sales reports; produces financial reports, statistical data, market analysis and other reports from the computerized ticket system.

Assists in developing ticket sales projections and marketing plans.

Develops and maintains mailing lists, produces letters, letter merges and coordinates mailing of promotional materials for direct mail marketing.

Coordinates the distribution of student ticket exchange cards and related computer data processing for recording student attendance.

Coordinates operation of Center for the Arts lobby concessionaire and all other lobby sales.

Perform other duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

Bachelor's degree in theatre management, business or related field.

Three years of progressively related theatre management and/or computerized box office experience required.

One year of supervisory experience desirable.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Box Office operations and procedures

Operation and applications of computerized ticketing systems, computer networks, printers, and peripheral equipment

Accounting principles, practices and procedures for ticket sales and receipt of revenues

Theatre management

Budget development and administration

Business software

Personnel supervision and evaluation

Abilities/Skills:

Supervise the use and maintenance of the computerized ticketing system

Develop financial and statistical reports, and related marketing activities

Prepare and administer budgets related to Center for the Arts personnel, supplies and equipment

Direct Box Office and front of house operations in an effective and business-like manner

Develop quality customer service standards

Work well with students, faculty, staff and the general public

Work irregular hours including nights, weekends and holidays

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

