

BOARD OF EDUCATION CLINTON TOWNSHIP

Extracurricular Activities Certified

TITLE: Theatre Manager

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Experience with sound and lighting management or theater management
3. Ability to work with people in a creative atmosphere
4. Ability to maintain and complete minor repairs on the theatre equipment
5. Knowledge of light board, soundboard, and other theatrical equipment
6. Proficiency in the safe use of electrical equipment necessary for theatre operations
7. Experience coordinating theatre usage for district and community events

REPORTS TO: Building Administrators and Supervisor of Technology

SUPERVISES: Student sound and lighting board helpers

JOB GOAL:

To ensure the effective operations of the sound and lighting systems for all functions scheduled in the auditorium.

JOB EXPECTATIONS:

1. Assesses and provide for the technical needs of theatre events
2. Follows schedules as outlined through the district's process for application for building use
3. Coordinates all theatre usage in conjunction with the building administrator, Director of Special Projects, the Superintendent of Schools, and the Board Office staff.
4. Instructs students and staff in the safe and appropriate use of theatre equipment.
5. Facilitates student learning in set construction and design, lighting and sound.
6. Reports the need for maintenance, repair, or replacement of theatre equipment to the administrator(s)
7. Maintains a safe, secure and clean environment for the students, technicians and patrons of the theatre
8. Serve as a knowledgeable resource to administrators, teachers, students, and community representatives who use the theatre

PERFORMANCE RESPONSIBILITIES:

1. Oversees set-up and maintenance of equipment for all theatre events, even if not scheduled to attend
2. Maintains an accurate inventory of and records for all theatre equipment
3. Serves as consultant to those using the theatre after scheduled through the Board Office staff.
4. Participates in training for sound and lighting in order to demonstrate proficiency in the theatre equipment
5. Organizes and maintains theatre equipment including, but not limited to, wires, cables, and microphones.
6. Tests all theatre equipment to ensure operation
7. Ensures the safety and security of the district-owned theatre assets

8. The Theatre Manager is required to be in attendance for:

- a. All school-sponsored productions scheduled in the CTMS auditorium
- b. Two non-district events per year, not to exceed three (3) hours per event. (An event constitutes each occurrence in the Theatre Manager's required presence outside contractual hours.)
- c. Non-district events, in addition to those articulate in Section b, will be compensated at the contractual hourly rate set forth in Schedule E of the Collective Bargaining Agreement. This will be self-funded through the hourly rate collected from non-district (external) organizations as part of the building use agreement in which they engage.
- d. In the event the Theatre Manager is unable or not available to be attendance beyond the requisite two non-district events, not to exceed three (3) hours per event, the district will hire a qualified back-up manager of its choosing, at the same hourly rate set forth in Schedule E of the Collective Bargaining Agreement.

TERMS OF EMPLOYMENT: Salary to be determined by the Clinton Township Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the Board's policy on evaluation of certified personnel.

Adopted: 12/20/11

Revised: 7/24/17

AMENDED: