**Manager, Theatre Technical Standard Job Description**

**Classification Title:** Manager, Theatre Technical

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Theatre Technical Manager, under direction, manages sound, lighting, and other technical aspects for theatre facilities. Coordinates technical aspects of indoor and outdoor special events.

**Essential Duties and Tasks:**

**40% Technical System Installation and Operation**

* Installs and operates sound and lighting systems in support of special events.
* Inspects system installations for safety and compliance with standards.
* Coordinates production of audio recordings.

**20% Coordination and Consultation**

* Coordinates production activities with theatre Stage Managers and event staff.
* Consults with clients and staff to determine technical needs.

**20% Supervision and Training**

* Supervises technical and electrical staff during operations.
* Trains staff and determines staffing requirements.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in technical theater management within the performing arts or related industry.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of stage lighting systems and boards..
* Excellent verbal and written communication skills.
* Ability to use sound and lighting software to run and troubleshoot systems from laptop, e-mail programs, and the internet.
* Ability to use lighting instruments.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer
* Theatre equipment

**Physical Requirements:**

* Ability to lift moderately heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**