

Job Description

Position Title: Assistant Program Manager, Theatre Production

Job Family: Production Theatre

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Theatre Production Assistant Program Manager provides operational and instructional support for the Arts Division's theatrical productions, academic programs, and venue operations. Operating within the academic unit, this position splits responsibilities between operational management, instructional delivery, and student recruitment. The Theatre Production Assistant Program Manager oversees production budgets, logistics, and schedules for the academic year's theatrical season. Additional responsibilities include personnel management of student crews, guest designers, and work-study students, as well as community outreach and recruitment to support student success and retention.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Teaches assigned courses in theatre disciplines, directs departmental productions, or a combination of both based on department needs. Teaching load is three (3) classes over two semesters. Courses may include: Stagecraft, Theatre Production, Shakespeare, Design, or Acting; mentors and guides student independent study as needed.
2. Creates and maintains the theatre department budget, including all operational, maintenance, and production expenses; reviews, approves, and processes all expenses under \$1,000; reports department expenditures to Dean's office.
3. Operating within the department budget, collaborates with Center for the Arts (CFA) department staff and faculty to determine the season performance titles and schedule; ensures production contracts are signed and contractual timelines and requirements are upheld.
4. Collaborates with faculty, staff, directors, designers, stage managers, and other stakeholders to ensure seamless execution and production of performances; facilitates alignment between stakeholder visions and operational constraints; proactively manages expectations to reconcile creative objectives with budgetary, technical, and scheduling realities.
5. Forms and partners with production teams to determine staffing needs and budget for each performance; assists with production talent acquisition processes, including posting positions, reviewing and interviewing candidates, and making hiring recommendations; recruits, hires, and supervises mentors for the Pima Foundation's Novice Student Tech Theatre program.
6. Coordinates production teams and timelines to ensure design, set, costume, and other production elements are completed on schedule; monitors the work of temporary, student, Federal Work Study, and Novice Student Worker support staff; may direct or guide workflow.
7. Sets and manages the audition, production, rehearsal, and performance schedules for the season and for each show.

8. Designs and creates one element (costume, set, lights, sound) for one show per season.
9. Partners with theatre faculty and local high schools to engage student interest in the performing arts and promote the Pima Theatre Program; visits schools to lead theatre and team-building lessons; arranges and facilitates student visitation days; organizes school matinee performances and other enrichment experiences.
10. Ensures the operational readiness of the Black Box Theatre, Studio B Classroom, and costume and prop facilities; arranges for facility maintenance as required.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of project management principles
3. Knowledge of accounting, budget and fiscal practices
4. Knowledge and application of various instructional methodologies
5. Skill in budget/resource management
6. Skill in effective communication (both written and oral)
7. Skill in positive, productive and flexible customer service
8. Skill in coordinating and monitoring the work of others
9. Skill in organization, coordination, and management
10. Skill in project management principles, processes, and techniques
11. Skill in performing a variety of duties, often changing from one task to another of a different nature
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in Theater or a closely related field of study required.
 - Up to One (1) year of related theatrical technology experience.
 - One (1) to Three (3) years of related theatrical production experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as moving vehicles, tight spaces, high places, electrical current, chemicals, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required