Theater Manager

TITLE: Theater Manager

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member preferred.

III. An adult with a strong background in directing small ensemble theater with cast members of all ages and knowledge and expertise in all of the support, behind the scenes tasks including costuming, technical theater, etc.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Custodians and maintenance stagg in the actual upkeep and cleaning of the auditorium facility, although the priority of that work is determined by the Principal, Maintenance, and Community Services Director in consultation with the Theater Manager.

JOB GOAL:

The goal of the Theater Manager is, in consultation with the Principal and Community Services Director, to coordinate a calendar of events related to the use of the Cape Elizabeth High School Auditorium. The Theater Manager also is responsible for the overall upkeep of the physical plant of the auditorium, including lighting, other equipment, curtains, and electrical. The Theater Manager coordinates equipment purchases and works cooperatively with the Maintenance Director and Community Services Director to perform long-term planning for the physical plant of the auditorium.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the purchase of lighting and other equipment needed to support the utility of the auditorium for its varied uses, including the theater productions held in the venue.

II. To work with the Maintenance Director, Community Services Director, and Principal in long term planning for the physical needs of the auditorium.

III. To plan and oversee the expenditures of the Equipment and Equipment Repairs accounts in the theater budget and the portions of the Maintenance budget, in cooperation with the Maintenance Director, targeted at auditorium upkeep and improvement.

IV. To schedule all uses of the auditorium in cooperation with the Principal, Community Services Director, and Maintenance Director.

V. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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