



USC University of
Southern California

Assistant Theatre Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	171107
<i>Job Title:</i>	Assistant Theatre Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Theatre Management
<i>Job Family Group:</i>	Arts Production Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Assists in managing evening and weekend theatre operations and media-related programming. Plans, schedules, and coordinates media and projection services and support for theatre programs, university classes, and public events. Utilizes and maintains equipment and in-house media database. Analyzes theatre operations and recommends changes to guidelines and/or procedures based on usage assessments. Recruits, screens, hires, trains, and supervises student workers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Cinema & Television	Or
	X	Bachelor's degree	Media Studies	Or
	X	Bachelor's degree	Communication	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		4 years		
X		2 years	in media production and/or projection services and technology	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated expertise in audiovisual systems and equipment, media players, and/or other relevant fields.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in a leadership and/or management role, and the ability to teach or train staff.
X		Proven design, planning, organizing, and problem-solving skills.
X		Demonstrated assessment, interpersonal, and written and oral communications skills.
X		Ability to interpret applicable laws, policies, and procedures.
	X	Experience supporting end users in a higher education environment, and with relevant classroom equipment and software (e.g., Echo360, Panopto, Smart Boards).
	X	Demonstrated experience with audiovisual control systems (e.g., Extron, Crestron).
	X	Experience with live-event setup, equipment, and production, and with web streaming software and services (e.g., Skype, Google Talk).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
			Certified Technology Specialist (CTS) certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in managing evening and weekend theatre operations and media-related programming. Supervises projection activity and facilities, and shares responsibility for providing day- and weeklong theatre coverage with the theatre services manager.				
Plans, schedules, and coordinates media and projection services and support with internal/external stakeholders for university classes, programs, public events, and more. Creates and/or coordinates theatre, projectionist, and technician calendars, based on requested, scheduled, and/or relevant events, classes, and conference presentations.				
Utilizes and maintains equipment and in-house media database. Inspects and cleans film, monitors equipment regularly, and reports any needed repairs. Provides faculty, staff, and students with support regarding the selection and use of multimedia services, equipment, and resources available, and the necessary care and maintenance.				
Analyzes theatre operations and staffing requirements, prepares activity reports, and recommends changes to guidelines and/or procedures based on usage assessments. Recommends new vendors, technologies, system components, and software. Assists in arranging media booking, shipping, and viewing preparations. Interprets United States copyright legislation and public performance rights for media to be screened, assisting manager to ensure compliance and/or inform relevant stakeholders of any and all necessary screening licenses.				
Recruits, screens, hires, trains, and supervises student workers. Conducts performance reviews, providing feedback and guidance. Counsels, disciplines, and/or recommends disciplinary actions, including termination, as necessary.				
Maintains currency with new and emerging audio, video, media, and projection technologies, developing industry trends, troubleshooting methods, and changes to policies and procedures.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.