



**USC** University of  
Southern California

## Manager, Theatre Services Job Description

### JOB INFORMATION

<i>Job Code:</i>	171111
<i>Job Title:</i>	Manager, Theatre Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Theatre Management
<i>Job Family Group:</i>	Arts Production Support
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Directs and organizes the development, setup, and production of theatrical, academic, media related programming and special events. Acquires, inspects, and monitors all media and equipment, and designs and maintains internal database of in-house media available. Plans and administers projection services' budget, and identifies and selects appropriate vendors. Recruits, screens, hires, trains, and supervises projection staff and student workers, as assigned.

### 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	Information Science	Or
	X	Bachelor's degree	Communication	

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		4 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.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven expertise in audiovisual systems and equipment, media players, and/or other relevant fields.
X		Demonstrated experience in a leadership and/or management role, and proven ability to teach or train staff.
X		Familiarity with audiovisual design, installation, and project management.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent 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) and editing software (e.g., Adobe Premiere, Audition, ProTools).
	X	Experience with live-event setup, equipment, and production, and with web streaming software and services (e.g., Skype, Google Talk).

## Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Certified Technology Specialist (CTS) certification.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs and organizes the development, setup, and production of theatrical, academic, media-related programming and special events. Plans, schedules, and coordinates media and projection services with internal and external stakeholders for university classes, programs, public events, and more.				
Provides faculty, staff, and students with expertise, training, and support regarding the selection and use of multimedia services, equipment, and resources available, and the necessary care and maintenance.				
Develops and implements operating guidelines and procedures, and ensures compliance with current, applicable policies and regulations governing media projection. Oversees regular inspections and maintenance, from film cleaning to reporting needed equipment repairs, and arranges maintenance schedules with theatre technicians.				
Acquires, inspects, and monitors all media and equipment, and designs and maintains internal database of in-house media available. Conducts extensive research for obscure media in all formats (e.g., film, VHS, digital). Interprets United States copyright legislation and public performance rights for media to be screened, ensuring compliance and/or informing relevant stakeholders of any and all necessary screening licenses.				
Plans and administers projection services' budget, reconciling activity and preparing financial reports. Authorizes expenditures and monitors expenses for operations, materials, and supplies.				
Establishes and maintains relationships with both major-studio distributors who supply media, and non-theatrical vendors. Identifies and selects appropriate vendors, and arranges media booking, shipping, and viewing preparations.				
Recruits, screens, hires, trains, and supervises staff and student workers, as assigned. Conducts employee performance reviews, providing feedback and guidance. Counsels, disciplines, and/or recommends disciplinary actions, including termination, as necessary.				
Maintains comprehensive technical expertise of audio, video, and projection equipment, installation, and troubleshooting, as well as a currency with developing media trends and changes to policies and procedures.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.		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 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.