



JOB DESCRIPTION

Title: **THEATER OPERATIONS MANAGER**
Department: Parks & Recreation
Class Code: 5050
FLSA Status: Exempt
Effective Date: May 1, 2023

GENERAL PURPOSE

Under the general supervision of the Cultural Programs Manager, manages the Murray Theater and Murray Park Outdoor Amphitheater.

ESSENTIAL DUTIES

- Manages the daily production needs, facility equipment, and front of house staff to ensure quality client and venue services.
- Plans, coordinates, and promotes events at the Murray Theater and Murray Park Amphitheater.
- Assists with developing and administering grants for the theater.
- Prepares, administers, and monitors theater budget and assists in developing and implementing division long range plans.
- Supervises volunteers and staff to include hiring, orienting, training, assigning, and reviewing work performance, conducting annual work performance appraisals, and discipline for theater box office and front of house.
- Conducts production meetings with Production Manager and ticketing staff to ensure client satisfaction and event success.
- Assists Cultural Programs Manager in marketing and advancing facility bookings.
- Coordinates procurement process for technical equipment and supplies.
- Utilizes ticket calendaring system to maximize successful and efficient client relations.
- Works with Production Manager to address and resolve client production issues.
- Develops policies for all theater operations.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university in performing arts (theater, music, or dance) or other closely related field, plus three (3) years of related experience of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience.

Special Requirements

- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

Knowledge of:

- Practices and procedures of marketing, social media, and public relations.
- Theater equipment and mechanical basic operating principles and procedures.
- Fire and building safety codes, industry work area safety policies and procedures, and emergency measures and procedures.
- Cost estimation methods and techniques.

Ability to:

- Effectively use personal computers and theater industry specific programs.
- Direct and supervise employees.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with fellow employees, clients and the public.
- Prepare reports and maintain accurate records.
- Develop and implement theater policies.
- Develop program partnerships with other City departments, school, businesses and community organizations.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; phone; copy machine; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____