Title: Associate Director, Theatre Operations

Essential Function

Under general supervision from a designated administrator, directly responsible for the supervision and implementation of the scenery elements for the College Conservatory of Music; Opera, Musical Theatre and Drama Departments. Supervise and teach students in classes, productions and work-study positions. Coordinate the student work programs, does general planning and management for the scenery aspects for the Opera, Musical Theatre and Drama Departments. Ensure safe-working practices, and facilitate repair and maintenance of theatre resources and equipment.

Characteristic Duties

- Oversee and supervise professional staff and student crews at work in the CCM scene shop.
- Teach students enrolled in technical theatre labs through on-site interaction with majors and non-majors undergraduates and graduate students.
- Determine daily/weekly work schedules for staff and monitors progress toward goals.
- Monitor production budgets and advises faculty Theatre Director and Producer of potential overruns.
- Supervise all scenic aspects for event season of plays, operas and musicals including weekends/evenings.
- Serve as liaison to CCM Performance Management Office (PMO) for the maintenance and upkeep of theatres. Work with the PMO office to determine feasibility of staffing and resources for non-OMDA events with OMDA students.
- Order and purchase supplies for productions and for theatre lab classes taught in the scene hop.
- Serve as safety officer (pyrotechnics, flame, firearms used in production) for the TD&P unit.
- Ensure all performance venues are in good working order and make recommendations and/or implement improvements/repairs.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Master’s degree with three (3) years experience. Experience in technical theatre production in higher education is required. Experience may also require at least one (1) year supervision.

Last updated: November 2008