Title: Performance Operations Director, Senior

Pay Scale Group: 17

Essential Function
Under general supervision from a designated administrator, direct the scheduling, security, safety, rentals, and maintenance of the College-Conservatory of Music’s performance venues, and serve as production manager for Dance productions and other non-OMDA events.

Characteristic Duties
- Direct scheduling for all College-Conservatory of Music teaching and performance venues, including work priorities, production schedules and budgets, technical rehearsals, and stage usage.
- Collaborate with the College-Conservatory of Music community to develop a master schedule and communicate the performance venue schedule within the college and to external parties.
- Develop and implement policies and procedures for the use of performance venues and equipment.
- Assist with development of production schedules and budgets; transact set and costume rentals; hire and supervise student technical support; supervise load-ins, technical rehearsals, and strikes.
- Review and approve technical requests for all events not supported by the College-Conservatory of Music technical theater department.
- Serve as contact for all rental inquiries and execute rental agreements. Oversee rental groups; space use and coordinate staffing needs.
- Develop budgets for theater equipment, lighting, venue rental, student staff support, and production events.
- Develop and implement security policies for performance venues (e.g., key distribution, ID access, after hours access, rentals).
- Direct venue maintenance and coordinate custodial activities in performance halls, including scheduling and funding.
- Oversee Piano Technicians department, including keyboard inventory. Recommend new purchases/replacements.
- 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
- Bachelor’s degree with three (3) years experience; -OR- Associate degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field with experience in production management and performance services. Experience must include at least one (1) year supervision.

Last updated: July 2007

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