

THEATER MANAGEMENT ASSISTANT

DEFINITION

Assists in the production of a campus theatrical program by promoting and publicizing theater events and activities, coordinating the details of box office, house, and concession operations, and managing the day-to-day business transactions of the theater department office.

TYPICAL DUTIES

Coordinates and performs a wide variety of duties related to the management of a theatrical box office, theater business office, and concession and house operations

Trains theater students in various functions of house organization and management including ushering, ticket taking, and box office and concession operations.

Answers inquiries from District personnel, news media, students, local businesses, and community members regarding theatrical productions and theater department business.

Writes press releases and public service spot announcements for the purpose of publicizing theatrical events.

Writes, designs, and prepares or oversees the design and preparation of programs, sketches of posters, and other forms of promotional materials.

Coordinates the printing and distribution of publicity materials by obtaining bids, planning and maintaining productions and mailing schedules, and resolving related problems.

Attends and participates in department planning and production meetings.

Reviews and accounts for all box office receipts.

Prepares financial records and statements on ticket office and concession operation monies for submission to the college financial office.

Maintains contacts with publishing/licensing companies to obtain or provide information regarding play or musical production rights and royalties.

Maintains liaison with the community and local businesses to promote theatrical programs.

Assists in the coordination of special theater events.

Composes and edits letters and memoranda regarding business transactions of the theater department.

Develops and maintains the record and filing system of the theater department office.

Prepares requisitions for supplies, services, and equipment.

May assist department chair in selecting theatrical productions.

May publicize theater classes and auditions.

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Theater Management Assistant** is responsible for publicity, box office, and house operations for a theater arts department where instructional staff and students perform the production and technical duties as part of the educational program.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Performing Arts Technician** coordinates and performs technical work required in the maintenance of a theater or TV and film stage and production areas or music and dance concert hall, and assists instructors in the conduct of technical production classes for theater, or TV, film, and broadcast performances.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of theater management and production
- Principles of public relations
- Fundamentals of writing, composition, layout and production for mass media
- Principles of training
- Basic bookkeeping practices and procedures
- Office practices and procedures
- Equipment, processes, and materials used in the printing industry
- Principles of recordkeeping
- Capabilities of computer applications, systems, and hardware common to a theater department

Ability to:

- Apply sound business practices to the management of theater department productions and activities
- Conceptualize attractive and effective publicity and informational materials
- Establish and maintain effective relationships with District staff, students, representatives of the community and the media
- Train others
- Give clear and concise instructions
- Keep detailed and accurate records
- Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate degree or its equivalent from a recognized college or university preferably with a major in theater management **AND** one year of full-time paid experience in the coordination of business operations associated with theatrical or other entertainment-oriented productions, activities, and events.

OR

- B. Graduation from high school or its equivalent **AND** three years of full-time paid experience in the coordination of business operations associated with theatrical or other entertainment-oriented productions, activities, and events.

Special:

A valid Class "C" California driver's license.
Access to an automobile.