Operations Mgr, Performing Arts

Job Code 50021125

General Description
Responsible for managing the internal operations of Evans Auditorium and supervising events.

Examples of Duties
Scheduling of events including calendar management.
Coordinate with event sponsors regarding technical requirements, production meetings, and scheduling.
Supervise events including stage supervision, production staffing, and technical support.
Maintain and repair facility and equipment.
Provide lighting design for events including shows for the Music Department, Dance, and Opera.
Provide audio engineering.
Recruit, interview, hire, train, schedule, and supervise student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Event, stage, and Front of House (FOH) management; design and characteristics of and techniques for using stage lighting, audio, and other stage equipment; construction and safe use of scenery, including rigging; rules, regulations, and safety guidelines related to a performance facility.

Skill in:
Directing the work of others and motivating output; establishing rapport with a variety of clients; effectively presenting instructions to staff and students; supervising staff; make quick, sound, safe decisions under pressure.

Ability to:
Read and interpret technical manuals, CAD drawings, technical riders, correspondence, policy and procedures, measuring devices, and calendar bookings; perform basic math, voltage calculations, billing calculations, and timekeeping; communicate effectively with facility users and staff.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements