

Title: MANAGER-GENERAL SERVICES

Definition:

Under direction of an assigned supervisor, coordinate and manage the rental and operation of the Berkeley High School Community and Little Theater buildings and other District property for public and school use.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Determine and accommodate needs of personnel and organizations using District theaters and other properties, assigning, scheduling and overseeing stage and custodial staff in meeting these needs.
2. Schedule and secure necessary technical staff assistance and equipment during rehearsals or performance.
3. Develop annual budget recommendations and monitor and control expenditures of funds.
4. Oversee maintenance, repair and cleaning of the building, the maintenance and operation of sound and lighting equipment, and the construction of rigging, scenic art, electrical and carpentry repairs.
5. Ensure that the theater equipment and facilities are maintained in satisfactory condition, referring complex and difficult repairs to District or outside repair specialists and inspecting completed repair work.
6. Provide promotional information in person and by correspondence.
7. Coordinate theater use, maintain calendar of events.
8. Order, receive, store and inventory supplies.
9. Record and invoice use permits.
10. Train, supervise and evaluate assigned staff and students of the Berkeley High School stage hand apprentice class as well as ushers and door attendants.
11. Ensure that all safety and security requirements are observed.
12. Performs related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles, practices, equipment and methods of property and theater management.
- Methods and requirements of staffing and operating a large theater.
- Safety, fire and other applicable codes, laws and policies.
- Record-keeping techniques.
- Effective public relations.

Skill and Ability to:

- Plan, organize, coordinate, schedule and manage the rental and use of District facilities including the activities of a large theater.
- Operate and maintain various material and equipment related to stage productions such as sound and lighting systems and stage equipment.
- Train, supervise and evaluate assigned staff including technical, stage and custodial staff and stage management students.
- Prepare and distribute promotional materials, correspondence, reports and requisitions.
- Maintain records and files.
- Establish and maintain effective and cooperative working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively orally and in writing.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: completion of two years of college with training in theater arts including stage management and three years increasingly responsible experience including property management and stage maintenance operations including one year in a supervisory capacity.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.

Approved by Personnel Commission: _____
Salary Range: _____