



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Performance Facility

JOB SUMMARY

Performs responsible facility management of the Margo Jones Performance Hall. Duties include policy development and implementation, facility scheduling and management, training and supervision of temporary employees, and artistic design and technical production. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chair, Music & Drama

Supervises: Supervises Student Assistants and temporary employees

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides on-sight supervision of the use of the performance facility and equipment.
- Designs or consults on designs and execution of scenery, lighting, and sound for productions as requested.
- Coordinates technical needs of facility users.
- Technical direction of TWU productions in Margo Jones Performance Hall.
- Consults with Facilities Management regarding maintenance and operations.
- Develops and implements policies for the use and maintenance of the performance facility and related equipment.
- Consults and advises on artistic and technical matters relating to events in the facility.
- Coordinates and supervises video and audio recording of approved events.
- Hires, schedules, and supervises crews to set-up, assist at performances, and strike sets.
- Coordinates scheduling of the facility with Music and Conference Services.
- Maintains an active training and qualifying program on stage equipment for students and/or contracted labor.

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- Assists the Chair of the Department of Music & Theatre with academic accommodations.

ADDITIONAL DUTIES

- Safety officer for Margo Jones Performance hall and music building.
- Performs other duties as requested.

EDUCATION

Master of Fine Arts in technical theater and/or comparable professional experience.

EXPERIENCE

Three years of production experience in lighting, rigging, scenery construction, and sound at a university or professional level. Supervisory experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to communicate effectively -orally, by phone, in person, and in writing.

- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to climb ladders and work in heights and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and theatre setting. The noise level in the work environment is moderate to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.