

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2479
Page 1 of 1

THEATRE MANAGER

Appointment

1. The Theatre Manager is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Theatre Manager is responsible to the Vice President-Student Services.

Duties

1. Responsible for all phases of theatre operation, including workshop and dressing rooms.
2. Coordinate campus and community use of the Performing Arts Center with the Community Events Manager.
3. Supervise and assume responsibility for all activities productions in the auditorium.
4. Consult with and advise applicants who have been given approval to use the auditorium.
5. Assume responsibility for maintenance and continuing of all equipment related to the Performing Arts Center.
6. Prepare and submit the annual auditorium budget.
7. Schedule working hours for all employees in the theatre.
8. Supervise staff in the theatre; plan, designs.
9. Supervise construction of sets and facilities.
10. Develop and enforce stage fire and safety rules.
11. Perform any other duties as assigned by the Vice President-Student Services.

Adopted 11/3/81