



JOB OPENING

JOB TITLE	Theatre Manager
OPENING DATE	September 9, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services / HAWK
EMPLOYMENT STATUS	Part-Time
START DATE & WORK SCHEDULE	ASAP Primarily evenings and weekends, some dayshifts as needed. Approximately 24-30 hours per week
PAY RATE	\$21-\$25.00 per hour
PREVIOUS WORK EXPERIENCE	Audiovisual, production, and/or technical theatre background. Minimum of 2 years field experience. Experience working with the public is desirable. Demonstrated interest in the arts.
EDUCATION	Degree in theatre tech preferred.
SPECIAL SKILLS & TRAINING	Extensive experience with AV technology. Must have exceptional customer service skills. Must have exceptional problem-solving skills and be able to work on a tight timeline. Knowledge and experience in planning, leading, staffing, and organizing staff, training, and safety operations to produce successful outcomes and deliver exceptional experiences for theatre performers and guests. Prior experience working in a public, community setting is a plus. Ability to use/create Standard Operating Procedures for areas such as staff management, administrative protocols, user access, and safety.
BASIC RESPONSIBILITIES	<p><u>BASIC RESPONSIBILITIES</u></p> <p>This position manages all technical aspects of The Hawk performance spaces and works directly with the Facility Coordinator, Scheduling Coordinator, Performing Arts Coordinator, and Cultural Arts Supervisor to schedule and oversee technical aspects of all theatre-related bookings (internal and external), including the Main Stage, Blackbox, and Recording Studio. This position will be required to work evening and weekend shifts.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> • Runs and coordinates lighting and sound for programs and events in The Hawk Theatre spaces and associated theatre/performance events, and oversees technical support at special Hawk events, such as the Kickoff to Summer. • Maintains lighting equipment and sound system; monitors and creates an inventory of lighting and sound equipment for the purpose of stage, maintenance, and inventory management;

	<p>conducts annual inventory check and organizes all lighting and sound areas and ensures all technical spaces are cleaned and orderly at the end of each work period.</p> <ul style="list-style-type: none"> • Maintains and manages the annual theatre calendar; trains and oversees contract and part-time AV techs, ushers and volunteers. • Ensures projects are completed in accordance with established deadlines. • Provides production assistance and supervision to maintain safe working practices at all times. • Makes recommendations to management on timely procurement of associated technologies. • Coordinates with Facilities Management as necessary. • Opens help tickets for technical problems encountered in theatre venues. Performs other related duties as assigned or as directed. • Performs a variety of office tasks. Prepares correspondence, answers phones, and assists residents with questions and other office duties
<p>HOW TO APPLY</p>	<p>All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road, Farmington Hills, MI 48336). Please email the completed application and supporting documents in .pdf form to hr@fhgov.com or in person to the HR Department for consideration.</p>

EQUAL OPPORTUNITY EMPLOYER