

Position Description - Unclassified

Position Status:

Position Title		Position Number
Event Manager [Limited Duration]		E99969
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
9 mos.	September 12-June 13	Exempt
Position Type	Regular/Short-Term	
Limited Duration .49 FTE	Short-Term	
Work Location	Department/Division	
Monmouth	Division of Creative Arts/Department of Theatre/Dance	
Reports to	Reports to Position Number	
Technical Director, Theatre & Dance	E99764	
Incumbent	University ID #	
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position provides service to the Creative Arts Division and the university in general within the context of events in Rice Auditorium.</p> <p>The Division of Creative Arts emphasizes contemporary practices through a solid foundation of training; Creative work, analytical thinking and global awareness are integrated into performance and production. The Creative Arts division uses Rice auditorium for Music concerts, Dance concerts, Theatre productions and Art gallery shows (in the Rice Auditorium lobby). Hundreds of students perform on the Rice stage each year and thousands participate as audience members.</p> <p>On an annual basis, Rice Auditorium is used for public performances (approximately 55 days per year), event preparation (approximately 30 days per year), rehearsals (approximately 110 days per year), and scenery construction (160 days per year). The overlapping nature of facility use requires close coordination and scheduling among multiple users.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position supports the Creative Arts Division and the university in general by providing technical support and oversight of all events taking place in Rice Auditorium and its associated facilities. Events include performances by Theatre & Dance, Music Department concerts, Music camps, festivals and workshops, new student orientations, public addresses and forums involving the WOU community and Smith Fine Arts performances. Services provided by this</p>

position include event planning, setup, on-site technical support and facility supervision. This position is supervised by the Theatre Department Technical Director.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of time	
100%	Event Management
	Assists the Creative Arts Program and Facility Coordinator with the scheduling and coordination of all events in Rice Auditorium and associated facilities, including use by Theatre/Dance, other Creative Arts departments, other university areas or groups, sponsored groups and outside users.
	Works closely with the Creative Arts Program and Facility Coordinator and all user groups to understand and meet their technical needs.
	Schedule/hire, train and supervise additional crew as appropriate for all phases of events (not including run crew for Theatre/Dance productions which selects and trains its own crews). Crew may include a mixture of paid students and students working for credit.
	Setup of lighting (hang and focus), sound and other equipment as needed for events. Groups with extensive sound needs may require the hiring of additional technical support at the group’s expense.
	Personally, supervise facilities while all user groups and/or audiences are in Rice Auditorium or Rice Studio Theatre. This includes Theatre, Dance and Music departments, and all other on or off-campus groups. Use of Rice Auditorium, Rice Studio Theatre and adjacent facilities (scenery and costume shops, etc.) <i>may</i> be supervised by appropriately-trained faculty, student workers or student stage managers in lieu of the Events Manager during Theatre/Dance rehearsals as well as all classes and certain other non-public events.



Restore Rice Auditorium to pre-event condition as appropriate, including stage lighting and sound, after events. Scheduling of changeover typically requires planning and consultation with the Technical Director and other Faculty/Staff.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Experience with event/facility management or equivalent college theatre experience/education.
- Experience with theatrical lighting production/support or equivalent college theatre experience/education.
- Experience with theatrical sound production & live sound reinforcement or equivalent college theatre experience/education.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- 3 years of experience in event/facility management or equivalent college theatre experience/education.
- 3 years of experience in theatrical lighting production/support or equivalent college theatre experience/education
- 2 years of experience in theatrical sound production & live sound reinforcement or equivalent college theatre experience/education
- Bachelor's Degree in technical theatre or related field
- Successful experience with university/educational theatre

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Event Management and Support
- Theatrical sound production & live sound reinforcement
- Theatrical Lighting Production
- Theatrical rigging/fly systems
- Appropriate industrial safety procedures for working with equipment found in theatres.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
<input type="checkbox"/>	Delegated authority to monitor budget	\$0
<input type="checkbox"/>	Limited approval authority for purchase	\$0
<input type="checkbox"/>	Purchase only with higher level approval	\$0

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input checked="" type="checkbox"/>	Hire	<input checked="" type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input checked="" type="checkbox"/>	Recommend salary adjustments
<input checked="" type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input checked="" type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input checked="" type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty	0	0
<input type="checkbox"/> Classified staff	0	0
<input type="checkbox"/> Unclassified staff	0	0
<input checked="" type="checkbox"/> Student Employees (average per term)	10	2
<input type="checkbox"/> Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
Decisions the position holder is expected to make: <ul style="list-style-type: none"> · Technical strategies to meet the needs of facility users · Hiring and performance review decisions related to student workers

Decisions subject to review by technical theatre director:

- Incidental purchasing decisions related to facility management
- Scheduling student workers and assigning tasks

Additional Information:

List any additional information that would help describe the nature of the position.

The expectation of the position holder is that he/she will be available to work as needed to manage the facility. This may include evenings, weekends and holidays. The position requires the ability to lift and move equipment weighing up to 40 lbs, and use a ladder to access theatre spaces and work at heights. The position requires the ability to simultaneously manage multiple tasks and user groups. The position requires the ability to independently set priorities and manage time so that work is successfully completed.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
NBAPBUD / NBAPOSN			

	NBAJOBS
	PEAFACT
	Electronically Filed