

Duke University
Division of Student Affairs
Job Description

Official Job Title: Manager, Technical Services
Working Title: Associate Director, Performing Arts & Technical Operations
Job Code/Level/Family: 2165 / 12 / 28
Department: University Center Activities & Events
Supervisor: Director, Rubenstein Arts Center
Position Status: Regular, Full-time, Exempt
Staff Supervision: 2 part-time, 5 undergraduate & 1 graduate students
Schedule Note: Occasional night & weekends required

Scope of Responsibilities

Manage and coordinate a variety of functions to include theatre productions, archival film presentations and equipment, performance lighting systems, and electronics systems and equipment at the Rubenstein Arts Center. The Arts Center staff will work closely with departments and university presenters to host artists in residence who offer master classes, performances, screenings, and other student-focused interactions.

Duties

% of Effort

Manage and coordinate theatre, multi-purpose studios, and related technical operations at the Arts Center; determine fiscal requirements, prepare budgetary recommendations and monitor and reconcile expenditures of budgeted funds; develop and implement service fees and billing procedures to recover expenses; provide technical consultation as necessary; supervise staff in carrying out the responsibilities of their operational areas.	30%
As assigned by Director, provide consultation and establish standards for theater equipment to be installed in Arts Center facilities to include lighting and audio systems, and audio visual equipment. Ensure equipment is properly installed in compliance with accepted standards and practices.	15%
Establish and supervise operational systems for theater and performance areas, including safety procedures, training, key and security control, inventory control of disposable theater supplies and shop usage procedures. Supervise theater stagehands, technicians, students and part-time stagehands working in Arts Center facilities.	15%
Work with Ticketing and Theater Operations team to develop, coordinate and implement operational policies, including theater and studio reservation system, hours of operation, required levels of supervision, charge rates and rental fees.	10%
Work with Director of the Arts Center, the Vice Provost for the Arts and stakeholders to oversee programming in the studio theater, film screening room and multi-purpose studios. Meet with user groups as necessary to plan and coordinate technical requirements for theatrical shows, productions, residencies, and special events.	10%

Work with Director of the Arts Center, Director of Ticketing and Theater Operations, and Arts Center staff to create policies and procedures regarding departmental operations to facilitate effective resource utilization, standardized policies, and consistent information. Maintain the theaters and rehearsal studios so that the spaces function at a professional level.	10%
Assist with recruitment, selection, and training of student and part time staff positions. Supervise student and part time employees in support of Arts Center programs and events.	5%
Perform related duties as assigned or required to meet department, division and university goals and objectives.	5%

General Qualifications

- **Education:** Work requires knowledge of comprehensive technical program design and development and audiovisual equipment normally acquired through completion of a bachelor's degree program in Technical Theatre or a related field. Master's degree in a relevant field strongly preferred.
- **Experience:** Work generally requires a minimum of 3 years of progressively increasing responsibility in managing complex organizations and related functions for arts facilities and operations. Prior college and university experience strongly preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Job-Specific Skills and Competencies

- Experience in managing theater studios and facilities;
- Ability to develop and manage budgets;
- Excellent organization skills and the ability to manage concurrent projects within established guidelines;
- Previous management experience required;
- Strong communication skills – verbal, written and interpersonal;
- Ability to work independently and as a member of a team, with a commitment to collaboration;
- Ability to work under pressure on many projects and work with people of varying experience levels;
- Ability to problem solve at many levels;
- Ability to work under the following working conditions:
 - Exposure to noise and dust
 - Heights associated with rigging and catwalks
 - Lifting and moving heavy objects up to 50 pounds
 - Reaching overhead, above the shoulders and horizontally
 - Climbing ladders
- Valid NC driver's license required. Must complete and maintain required compliance, vehicle safety checks, and training in order to remain eligible to drive Duke vehicles.