

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Theatre Director

Unit: Supervisory and Professional

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Job Code: D1901

Original Date: 03/2025

Last Revision: 03/2025

Staff Type: Classified

FLSA status: Exempt

Salary Range: 07

DEFINITION

Under the general direction of the Vice President of Administrative Services or assigned manager, the Theatre Director manages, supervises, and administers the daily operations of the theatre, including theatre operations, college's performing arts programs, technical services, facility use, and rental programs. Key responsibilities include overseeing theatre production activities, managing venue operations, and ensuring compliance with District policies, procedures, and relevant laws and regulations. The Director develops strategic plans to maximize the effectiveness and efficiency of theatre operations, ensuring equitable and inclusive experiences for employees, students, and the community.

EXAMPLES OF DUTIES

1. Lead the administration, organization, and operation of the college's theatre programs, including venue management, technical production, and facility operations, within the framework of policies, procedures, laws, and the college's mission.
2. Oversee theatre productions, including scheduling, technical services, and resource allocation to ensure successful performances.
3. Manage the use, rental, and scheduling of performance spaces ensuring accessibility and equitable service delivery.
4. Coordinate and oversee theatre event support services including facilities services, security, food and beverage services, technology support, and related services.
5. Develop strategic plan goals, objectives, and activities to enhance and sustain the theatre program.
6. Coordinate with District divisions, contractors, and stakeholders for facility upgrades, renovations, and technical system maintenance to support theatre operations.
7. Negotiate contracts for the use of facilities and manage facilities use and rental agreements.
8. Develop and implement health and safety protocols for theatre activities, ensuring compliance with state and federal regulations.
9. Monitor and manage budgets for theatre programs, including procurement, inventory control, and contract management.
10. Plan, schedule organize, and supervise the theatre program, including assigning duties, providing feedback, evaluating performance, and supporting staff development. Plan, organize, supervise, and lead daily operations including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing

training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.

11. Collaborate with employees, students, and external partners to ensure effective program delivery and alignment with institutional goals.
12. Collaborate with administration and communications department to promote theatre productions effectively.
13. Evaluate and enhance policies, procedures, and practices to improve efficiency, effectiveness, and equity in theatre operations.
14. Communicate policies, procedures, and operational guidelines to stakeholders, ensuring clarity and understanding across diverse audiences.
15. Prepare reports, presentations, and other materials for internal and external stakeholders.
16. Supervise the scheduling of facilities, personnel in ticket office, front-of-house, production, maintenance, and security; oversee coordination of performances and other theatre activities.
17. Use technology resources effectively to enhance theatre operations, including ticketing systems, scheduling software, and technical production tools.
18. Work with faculty, staff, and community partners to support student engagement and learning opportunities within theatre programs.
19. Provide strategic leadership to achieve equity in outcomes and experiences for individuals from diverse communities.
20. Represent the theatre program in committees, special projects, and community initiatives.
21. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Budget management and financial oversight.
Cultural humility and equity-minded practices in program delivery.
Effective communication and stakeholder engagement strategies.
Federal, state, and local regulations related to event safety, accessibility, and compliance.
Occupational health and safety regulations and best practices.
Principles of facilities management and planning.
Principles of theatre production, technical operations, and event management.
Software applications and technology resources for theatre and event management.

Venue operations, scheduling, and rental program management.

Skills and Abilities:

- Build and maintain positive relationships with internal and external stakeholders.
- Communicate clearly and professionally with diverse audiences, both orally and in writing.
- Develop and manage budgets and contracts effectively.
- Evaluate operations and implement improvements to enhance efficiency and inclusivity.
- Interpret and apply laws, policies, and procedures relevant to theatre and event programs.
- Lead and supervise teams, providing mentorship and performance feedback.
- Organize, plan, and oversee theatre and event operations effectively.
- Use technology to streamline operations and improve customer experiences.

Training and Experience:

Any combination of training and experience equivalent to a Bachelor's degree in theatre arts, event management, business administration, or a related field, and four years of relevant experience in theatre or event management, including two years of supervisory experience.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves office and venue settings with some evening and weekend hours.