



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: July 29, 2021
Closing Date: August 12, 2021

POSITION: THEATER/FACILITY MANAGER I

QUALIFICATIONS:

- ◆ Associate degree **required**.
- ◆ Higher degree in Theatre, Management, or related field *preferred*.
- ◆ Two (2) years of experience with theater house or other facility management **required**.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills.
- ◆ Ability to manage a team, including technicians, ushers, box office assistants, stage managers, student workers, and other part-time staff.
- ◆ Familiarity with the operation of standard box office and theatrical equipment.
- ◆ Ability to make minor decisions in accordance with regulations and apply them to work problems.
- ◆ Ability to coordinate assigned activities.
- ◆ Ability to help plan and supervise the work of subordinates.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Familiarity with the operation of standard office equipment.
- ◆ Ability to create reports and settlement statements using spreadsheet software.
- ◆ Working knowledge of office procedures and records management.
- ◆ Ability to establish and maintain effective working relationships with other employees and the public.
- ◆ Ability to maintain confidentiality of information.
- ◆ Ability to work a flexible schedule including nights and weekends.

DUTIES:

- ◆ Oversees booking, implementation of safety requirements, evaluation of event functions, and determines the appropriate setup and cleanup details needed during and after the event.
- ◆ Responsible for the set-up of appropriate equipment, technical assistance, and services needed during the event.
- ◆ Oversees the Wallace Hall Fine Arts Center box office and ticketing system.
- ◆ Collaborates with the Theatre instructor to assign duties to Theatre-scholarship students to fulfill four hours of facilities work per week.
- ◆ Works closely with community partners to advance the performing arts and other activities at the College.
- ◆ Coordinates with custodial and security staff to assign personnel for the event.
- ◆ Maintains appropriate records for the various facilities.
- ◆ Assists with preparation of purchase order requests.
- ◆ Responsible for creating an event schedule and entering data for monthly and yearly reports.
- ◆ Responsible for collecting and processing payments for all fees including rental, equipment, setup, security, tear down, and cleaning.
- ◆ Maintains responsibility for monies received and disbursed; receipts all sales; makes charge vouchers and prepares deposits for business office.
- ◆ Provides facility access for prospective rental clients.

- ◆ Prepares reporting data as well as settlement statements for outside renters and MOU partners with ticketed events.
- ◆ Maintains oversight for the facilities, following all fire code policies and guidelines.
- ◆ Handles reception duties and composes routine correspondence.
- ◆ Maintains files, forms, and other materials relating to the assigned service area; completes inventory of supplies and equipment.
- ◆ Orders concessions and keeps an inventory of goods.
- ◆ Assists with facility needs for student activities.
- ◆ Provides superior customer service to all internal and external clients.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other duties as assigned by supervisor.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

September 1, 2021

SALARY:

Salary Schedule E-3, Grade 04 - \$36,025 – \$50,882 based on applicable experience.

APPLICATION DEADLINE:

August 12, 2021 - 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.

Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.