Theater Operations Manager

This role supports the Rothschild College Black Box Theater, assisting with advancing performances, equipment upkeep, and monitoring A/V equipment in order to provide the optimal guest experience for theater guests and clients. Theater Operations Managers (TOM) share responsibility for event logistics, audio-visual equipment troubleshooting, and other duties. TOMs maintain a weekly schedule of, at least, 12 hours. Shifts may be scheduled throughout the week, including weekends, 7am-11pm.

Key Functions:

Customer Service:
● Provide information on the theater's technical capabilities and guide clients through the booking process.
● Ensure cleanliness of the A/V booth and deck at all times.
● Interact professionally and warmly with clients, guests, and performers.
● Assist with technical direction for performances and events.

Event Operations and Management:
● Observe and assist in gathering technical details for incoming performance groups.
● Complete weekly maintenance and operation tasks, including: visual inspection and debridement of bleachers, full systems check, regular bleacher re-alignment, equipment organization and upkeep, and facilities walkthrough.
● Perform A/V set-ups independently and serve as lead to other staff.
● Restore repertory lighting plot when necessary.
● Assist with equipment and facility upkeep, submitting work orders as needed.
● Maintain working knowledge of emergency preparedness and theater safety procedures.

*Learning Outcomes:

● **Career & Self-Development –** TOMs proactively develop themselves and their careers through ongoing personal and professional learning, increasing awareness of their strengths and weaknesses, navigating career opportunities, and networking to build relationships within and beyond Student Centers.
● **Communication** - TOMs clearly and effectively exchange information, ideas, facts, and perspectives with clients, teammates, and members of the Vanderbilt community.
● **Critical Thinking** - TOMs identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
● **Equity & Inclusion** - TOMs demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
● **Leadership** - TOMs recognize and capitalize on personal and team strengths to achieve organizational goals.
● **Professionalism** - TOMs recognize work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
● **Teamwork** - TOMs build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
● **Technology** - TOMs understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Learning outcomes adapted from National Association of Colleges and Employers career readiness competencies.