

**Vail School District  
Job Description**

**Job Title: PERFORMING ARTS THEATRE COORDINATOR**

**Reports To:** Associate Superintendent

**FLSA Status:** Exempt

**Classification:** Classified, Professional Contract

**Level:** 24

**Revised:** May 26, 2015

**SUMMARY**

The Performing Arts Theatre Coordinator is responsible for the District's performing arts theatre program. Works in collaboration with District Administrators, teachers, employees, community organizations, media outlets, and volunteers to enhance education programs and offerings through the Vail's Performing Arts Theatre. Works with performers and their managers and agents to ensure professionally run programs that properly utilize District resources, follows policies and procedures, and provides the highest quality entertainment for the District and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicates with performing arts teachers throughout the district to schedule high school, middle school, and elementary school performances in accordance with guidelines set cooperatively with the District Music Coordinator, Principals, and Administrators.
- Maintains vtota.org website, ensuring calendar and event entries are accurate and up-to-date.
- Strives for a high degree of excellence in all events.
- Builds and maintains strong relationships with district employees, parents, students, theatre patrons, dance studios and other performing arts organizations, community agencies, the media, and others.
- Functions as Technical Coordinator for productions, including training stage crews, running technical rehearsals, and providing oversight for all technical aspects of productions, including scenery, costumes, lighting, audio, and props.
- Supervises Theatre and Facilities Technician to ensure technical aspects of rehearsals and performances meet or exceed user and audience expectations and that sound, lighting, stage equipment, and the theatre facility are maintained in good working order.
- Prepares theatre budget and prioritizes theatre needs within scarce resources to ensure that expenditures do not exceed theatre revenue.
- Prepares and administers rental contracts to ensure that non-curriculum users, including school clubs and outside groups, are charged the correct board-approved rates for their usage classes.
- Reviews required insurance certificates to ensure that district is adequately protected in the event of an accident or lawsuit resulting from non-District usage.
- Collects and tracks revenue from renters, ticket sales, and other sources and follows established processes to accurately report and deposit funds to the Business Office.
- Produces reports as requested by the Superintendent and Business Office. Ensures correspondence is sent in a timely manner.
- Builds and maintains strong relationships with dance studios and other community renters to encourage repeat usage and increase rental revenue.
- Presents at least two professional concerts each year to foster a sense of community and raise funds for the theatre, balancing the costs to produce and promote the shows with anticipated attendance.

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- Designs posters, ads, programs, postcards, and other marketing collateral to promote professional performances.
- Communicates frequently with patron base to promote upcoming shows and get their feedback on past shows.
- Communicates with media representatives, updates Facebook page, and other marketing activities as needed, to promote professional shows and to support the reputation of the Vail Theatre of the Arts as a world-class theatre.
- Sets up ticketed events in Total Info (box office system), handles all box office sales, and works with third party ticketing agent to resolve online ticketing issues.
- Schedules, trains, and supervises student and adult volunteers.
- Ensures cleanliness and general upkeep of theatre to maintain its appearance.
- Develops theatre policies to ensure the safety and security of the theatre and its equipment, users, and attendees.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises facility employees, students, temporary workers, volunteers, and interns.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree required in Theatre Arts or a closely related field.
- Minimum one-year administrative-level experience in drama, music, speech, talent booking, arts organizations, or other related fields. Equivalent combination of related experience and/or training and education will be accepted at the discretion of the Superintendent.
- Demonstrated knowledge and proficiency in working with computers and other types of technology
- Proficiency with MS Office programs including Word, Excel, and PowerPoint. Proficiency with graphic design software and website design and maintenance is preferred.
- General knowledge of and an appreciation for the Performing Arts and Artists.
- Knowledge of stage management principles and practices, including lighting design, computer light boards, complex sound systems and costume design. Knowledge of set design and construction. Knowledge of marketing practices.

### **ABILITIES**

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Self-motivated, highly organized, and detail-oriented.
- Ability to establish and maintain working relationships with staff members, individuals, schools, performing arts groups, and related organizations in diverse communities.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Proven ability to work on multiple projects simultaneously both as a team member and individually.
- Ability to manage a flexible work schedule which entails working long hours in order to be present at all rehearsals, performances, and other events as needed.

### **LANGUAGE SKILLS**

Ability to read and interpret a variety of technical documents, including safety rules, operating

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and maintenance instructions and manuals, and procedure manuals. Ability to speak and present effectively to a variety of audiences. Strong writing, researching and editing skills. Ability to write routine reports and correspondence. Strong familiarity with writing in journalistic style. Ability to convey ideas and messages in one-to-one and group settings. Basic understanding of Spanish is desirable.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret graphs and charts. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, rates, ratios, percentages, area, circumference, and volume.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Arizona fingerprint clearance card.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. The employee is frequently required to climb steps, ladders, or catwalks and may be frequently required to work at heights of more than 4 feet. The employee will be exposed to situations of high and low light. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee must frequently work near moving mechanical parts or work in high or precarious places. The employee may frequently use common hand tools. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/performance.