



## Job Description

Job Title: Director, Theater Operations  
Reports To: Executive Director  
FLSA Status: Non-Exempt – Full Time  
Updated: November 2023

---

### POSITION SUMMARY

Oregon Coast Council for the Arts (OCCA) is a nonprofit performing and visual arts organization and cultural anchor providing enriching arts experiences for all ages, empowering lifelong arts education programs, artistic expression reflective of our community, arts connections for the local economy, and sustainable support for our nine resident companies and local artists. The Director of Theater Operations embraces OCCA's mission to celebrate, develop, and promote community arts. The Director of Theater Operations will work in collaboration with the Executive Director on the overall leadership of event operations and quality assurance related to exceptional live experiences for attendees, and direct the daily theatre operations by overseeing production, events, staff, building functions, and financial management.

### RESPONSIBILITIES

#### Theatrical Production

- Manage the execution of events at the Newport Performing Arts Center (PAC)
- Provide expertise regarding tech production to local resident companies using the PAC
- Oversee and schedule qualified part-time and volunteer labor per production needs
- Manage publication and distribution of building schedules to employees and resident companies
- Act as administrator for major technical-related projects
- Provide all production advance and tech maintenance for the Silverman Theatre and the Stiers Theatre.
- Oversee, in coordination with front of house manager, event planning meetings to ensure effective communication resulting in exceptional event execution
- Maintain inventory of equipment and supplies at appropriate levels
- Contact representatives of touring productions and music acts to coordinate requirements in advance of company arrival
- Act as administrator for PAC Technical Packet

#### Facility Operations

- Oversee facility operations; manage updates to theater, lobby, and support spaces at the PAC in close collaboration with City of Newport staff
- Manage inventories and maintenance of all theaters and support spaces
- Ensure proper security and safety measures are in place for the building and for events

- Proactively identify potential facility problems, issues, and capital needs
- Monitor the safety and cleanliness of interior and exterior areas such as offices, rehearsal rooms, dressing rooms and other support spaces within the PAC
- Provide input on long-range planning for items affecting the operation and improvement of the PAC
- Perform routine maintenance on facilities and make necessary basic repairs
- Schedule preventative maintenance, inspections, repairs, and/or replacements in close coordination with City of Newport staff

## **Management**

- Work collaboratively with the Executive Director and staff to maintain a positive, supportive, and mission/values focused work culture
- Interact with internal and external customers to address issues, recommend solutions, and provide information related to the PAC
- Recruit, motivate, mentor, and retain a qualified workforce and/or volunteer crew members
- Carry out supervisory responsibilities in accordance with OCCA's policies and applicable laws
- Establish and support risk management methods to minimize OCCA exposure concerning the health and safety of employees, clients, resident company members, volunteers, vendors, and attendees at the PAC
- Supervise staff, including conducting performance evaluations, and coordinate training as needed
- Contribute to the development of PAC strategic goals and objectives as well as overall management of the organization
- Develop, manage, and forecast theatrical production and facility operation budgets
- Maintain and update emergency and evacuation plans and procedures, and implement on-going training programs
- Other duties as assigned

## **QUALIFICATIONS**

*To be successful in this position, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **REQUIRED QUALIFICATIONS**

- Passion for the performing arts and a belief in the importance of arts education and arts access
- Bachelor's Degree in theater arts or closely related field. Minimum of seven years stage operation experience, live performance venue management, and service-related activities – two of which in a supervisory capacity. *Experience in lieu of college degree will be considered.*

## **PREFERRED QUALIFICATIONS**

- Certified Venue Professional
- Stage Technician Certifications
- Completion of Venue Management School

## **Knowledge, Skills, and Abilities**

- Highly dependable and self-motivated with exemplary managerial and leadership skills
- Exceptional organizational, communication, problem-solving, time management, and computer skills
- In-depth familiarity with theatrical systems, lighting and sound equipment, and design capabilities
- Knowledge of technical stage production including stage carpentry, rigging, electrical, lighting, and sound (experience with DMX control systems and intelligent lighting equipment preferred)
- Knowledge of audio equipment (Meyer Constellation system)
- Knowledge of stage and general safety practices including occupational hazards

- Knowledge of the proper use of power tools, hand tools, and stage equipment
- Proficiency in Microsoft Office Suite, Apple computers, and software applicable to position
- Ability to coordinate all facets of presenting major touring theatrical and/or music productions
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work a flexible schedule, including holidays, nights, and weekends; as well as ability to respond to emergency situations by phone or in person
- Ability to read, analyze, and interpret technical procedures, business contracts, and government regulations
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from staff, customers, and the general public
- Ability to be productive and calm under pressure
- Ability to respond effectively to sensitive inquiries and complaints
- Ability to demonstrate diplomacy and customer service skills while interfacing with both internal and external stakeholders

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk and hear.
- The employee is frequently required to stand, walk, and sit.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move 50-100 lbs.
- Specific vision abilities required by this job include close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain.
- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

*This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.*

Management reserves the right to revise this job description at any time. Please note that this job description is not a contract for employment.