

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Theatrical Program Manager  
SERIES: Recreation CODE: 1831

GRADE: 22  
EEO: Professional

DATE: 1/8/2024  
FLSA: Exempt

### Class Definition:

Under general supervision, manages technical theatre operations for a theatrical facility that supports a wide variety of performing arts productions including procurement and maintenance of specialized theatre and facility equipment. As an individual contributor, establishes technical operating procedures for the facility; operates and performs on-going and routine maintenance of complex technical theatre equipment including, but not limited to audio, visual, lighting, sound, rigging and special effects. Leads a technical team in designing and operating all theatrical lighting and sound equipment; and plans, directs and executes all technical aspects of audio or visual recording setups. Work directly contributes to aesthetic appeal of theater productions and the safe operation of theatre and facility equipment. Some work may be sensitive or confidential. Work consists of varied activities within a field, and information on which to act is obtained through investigation, research, tests, extensive calculations or use of standard mathematics, or other means to ensure high accuracy. Applies advanced knowledge of theatre design, lighting, sound, set and prop construction, scene painting, rigging, stage operations, operation and maintenance of facility and theatre equipment and exhibition installation and presentation techniques. Independently performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent plans and carries out work in accordance with standard technical theatrical operation practices and procedures and handles most problems independently by selecting and applying, or adapting and adjusting, the applicable guides. Incumbent is to keep the supervisor informed and to seek assistance on highly complex, difficult or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties (Estimated Percentages):

#### 1. Core Functions (±60%)

- Manages technical operations of facility to support performing arts productions and establishes technical operating procedures. Monitors building utility systems to ensure proper operation. Operates and performs ongoing and routine maintenance of complex technical theatre equipment including, but not limited to audio, visual, lighting, sound, rigging and special effects. Performs scene painting and minor repairs to facility equipment.

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- Leads a technical team in designing and operating theatrical lighting and sound equipment, including setting up before and afterwards, taking down theatre sets or equipment (striking) after each event. Plans, directs and executes all technical aspects of audio or visual recording setups.
- Consults with all clients on a variety of topics including monitoring, setups, load-ins, striking, rehearsals, performance, scenic, sound and lighting designs. Recommends type of equipment and techniques to achieve necessary effects on product. Develops and implements classes in technical theatre and design. Acts as production stage technical manager, lighting designer and technical director for productions.
- Supervises part-time technicians, personnel from production companies and volunteers.
- Reviews trade literature; drives to meetings with vendors and professionals to exchange information on new methods and equipment useful to the facility.
- Ensures safe operation of facility. Orders and maintains inventory of equipment and supplies. Drives Commission vehicles to deliver or pick up artwork and supplies.
- Assists in the development of facility budget. Provides recommendations for equipment and supply purchases and obtains bids and price quotes. Participates in grant development. Initiates purchase requisitions.

### 2. Other ( $\pm 30\%$ )

- Oversees safety inspections and security checks. Writes administrative reports.
- Communicates and coordinates client rental guidelines and processes rental documentation including contracts. Evaluates and updates rental production guide.
- Provides Summer Day Camp program management by planning, coordination, hiring and providing class input.
- Directly participates in theatre programming by providing ideas, technical guidance and support for performances and events as needed.
- May perform installations of exhibits; such as curating, maintaining, hanging two-dimensional works, mounting sculptures, performing minor construction and arranging lighting.

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### Important Worker Characteristics:

- A. (1) Advanced knowledge of (a) theatre design, lighting, sound, set and prop construction, scene painting, rigging and stage operations; (b) operation and maintenance of facility and theatre equipment; and (c) exhibition installation and presentation techniques (i.e., curating, mounting pictures and sculpture, performing minor construction, and arranging lighting). (2) Knowledge of (a) general maintenance trades (i.e., electrical, painting, carpentry); and (b) Commission organization, policies and procedures\*.

*\*Typically acquired of fully developed primarily after employment in this job class.*

- B. Knowledge of and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or rapidly acquiring knowledge and skill set.
- C. Skill and ability to (1) use hand and power tools; (2) design aesthetically appealing production and stage props as well as art exhibits; (3) apply theatrical lighting for stage and exhibit presentations; and (4) oversee and manage multiple projects at the same time and meet tight deadlines.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and developing solutions. Examples include reading blueprints to identify the layout of stage areas and equipment; using various testing and measuring instruments (i.e., multimeter, voltmeter, rigger's multi-tool, line tester, circuit tester, tape measurer) and preparing budget.
- E. Skill in communication to and understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments and to express such information in writing so that others will understand and, at times, be convinced or persuaded. Examples include directing staff and volunteers in production procedures and presentations; instructing classes; and consulting with clients on stage design or art exhibits.
- F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- G. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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### **Minimum Qualifications (MQs):**

1. Bachelor 's Degree in any Arts related field (e.g., Fine Arts) or any related field.
2. Two (2) years of progressively responsible experience in theater art that includes technical theatre administration.
3. An equivalent combination of education and experience may be substituted, which together total six (6) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

### **Working Conditions:**

Works in heated and ventilated buildings or outside conditions in pleasant weather. Work requires some long periods of standing, frequent walking indoors, repeated bending crouching, stooping, stretching or reaching; lifting objects up to 49 pounds; high speed operation of keyboard devices; or continuous operation of visual display terminals. Works weekdays, evenings, and weekends.