



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 10/1/2022
Revised on: 2/16/2026

Job Title	Salary Schedule	Grade	Job No.
THEATRE/FACILITY MANAGER I	E3	04	
Reports To	FLSA Status	Grant Funded	Tenure Track
Division Chair for Fine Arts	Non Exempt	No	Yes

JOB SUMMARY: The Theatre/Facility Manager supports the management of theatre operations and facilities, ensuring the successful execution of events, maintaining safety standards, and providing exceptional customer service to internal and external clients. This position involves supervising staff, coordinating activities, managing records, overseeing financial transactions, and collaborating with community partners to advance the performing arts and college activities. The role contributes to the educational and cultural growth of the college community while upholding the institution's mission, vision, and values

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

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

DESIRED 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, including lighting and sound
- ◆ Ability to make appropriate decisions in accordance with regulations and apply 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 maintain flexibility to work evenings, weekends, and holidays as required by event schedules

ESSENTIAL DUTIES and RESPONSIBILITIES:

Event and Theatre Management:

- ◆ Oversees booking, implementation of safety requirements, evaluation of event functions, and determine the appropriate setup and cleanup details needed during and after events
- ◆ Ensures the setup of appropriate equipment, technical assistance, and services needed during events.
- ◆ Supervises 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
- ◆ Orders concessions and maintain an inventory of goods for Wallace Hall

Facility Coordination and Management:

- ◆ Coordinates with custodial and security staff to assign personnel for events
- ◆ Maintains appropriate records for various facilities
- ◆ Assists with the preparation of purchase order requests
- ◆ Creates event schedules and enters data for monthly and yearly reports
- ◆ Collects and processes payments for all fees, including rental, equipment, setup, security, teardown, and cleaning of facilities
- ◆ Maintains responsibility for monies received and disbursed; sales receipts; makes vouchers, and prepares deposits for the business office
- ◆ Provides facility access for prospective rental clients
- ◆ Maintains oversight of 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, and a complete inventory of supplies and equipment
- ◆ 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 related work as assigned by the 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.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Ability to stand, walk, and move around the theatre and related facilities for extended periods
- ◆ **Manual Dexterity:** Capability to handle theatre equipment, including lighting and sound systems, and perform tasks requiring fine motor skills
- ◆ **Lifting:** Ability to lift and carry equipment and materials weighing up to 30 pounds
- ◆ **Climbing:** Capacity to climb ladders or scaffolding to adjust lighting or stage setups
- ◆ **Visual and Auditory Acuity:** Sufficient vision and hearing to operate equipment, assess performances, and ensure safety

Work Environment:

- ◆ **Setting:** Primarily indoor work in a theatre environment, with occasional exposure to varying temperatures and conditions during events
- ◆ **Equipment Exposure:** Regular interaction with theatre equipment, including lighting, sound systems, and stage machinery
- ◆ **Noise Levels:** Exposure to moderate to loud noise levels during rehearsals and performances
- ◆ **Schedule:** Flexibility to work evenings, weekends, and holidays as required by event schedules

Reviewed by: Human Resources Manager

Employee Name:

Employee Signature

Date