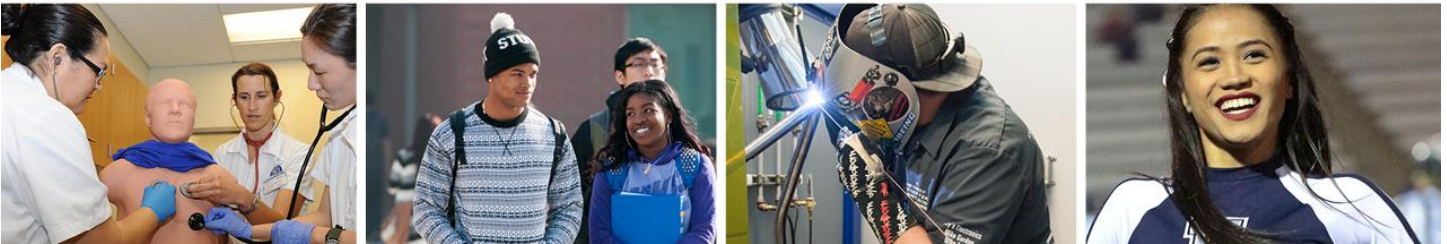




El Camino College

Theatre Production Manager



BASIC FUNCTION

Under the direction of the Center for the Arts Director, plan, oversee and produce all Theatre and Dance Department shows; analyze and determine technical labor and supply budget for Center for the Arts (CFA) productions, campus events, rentals, and community events; supervise and evaluate the performance of assigned personnel.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

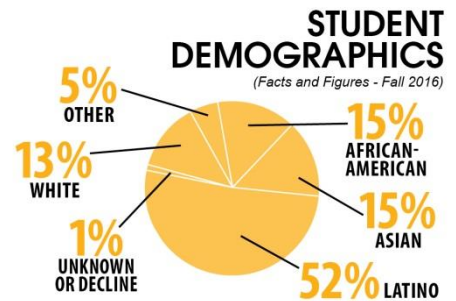
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.



THEATRE PRODUCTION MANAGER

Division: Theatre Production Manager
Posting Closing Date: August 9, 2021
Req: C2021-040
Location: El Camino College
Position Type: Supervisor

REPRESENTATIVE DUTIES

Plan, oversee and produce various Theatre and Dance Department shows from pre-production through opening and closing of the performance; solicit, interview and hire outside lighting, costume, hair and makeup designers and scenic painters and other specialty positions; conduct production meetings, acquire royalty rights and purchase and distribute scripts.

Analyze and determine technical labor and supply budget for CFA and College productions; administer show budgets; track expenditures, issue purchase requisitions and Personal Service Agreements, and initiate budget transfers as needed; prepare all production department payroll for full-time and hourly employees.

Oversee the scheduling of events for the Marsee Auditorium, Campus Theatre and Haag Recital Hall. Schedule production staff for events, rehearsals and work calls.

Meet with prospective Civic Center renters and College clubs to determine feasibility of accepting, scheduling, and crewing their production or event; create technical labor estimates including front-of-house needs; conduct meetings with rental production team; create billing for backstage and front-of-house labor; conduct tours of CFA facilities to prospective users.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign duties to full-time staff and part-time crew for productions, special projects, and repair and maintenance activities.

Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with and advise touring artists, technical directors or company managers to assure the smooth running of performances, lectures and other events.

Research technical theatrical equipment for rental or purchase for productions; compile bids from vendors on major purchases.

Operate a computer and other office equipment as assigned.

Participate in the selection of plays for the Theatre Department season.

Plan and prepare entry into the American College Theatre Festival including preparing memos, applications and other materials.

Attend a variety of meetings as assigned.

Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

Any combination equivalent to: bachelor's degree in theatre arts, theatre production or related field and three years of theatre production experience.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Technical theatre production and knowledge of various aspects of producing an event or production in both the educational and professional arenas.

Royalty regulations for play productions.

Budget preparation and control.

Theatre terminology, union rules and other laws, rules and regulations regarding assigned activities.

Stage management procedures and production crew operations.

Interpersonal skills using tact, patience and courtesy.

Excellent oral and written communication skills.

Principles and practices of administration, supervision and training.

Operation of a computer and assigned software.

Abilities/Skills:

Plan, oversee and produce various Theatre and Dance Department productions.

Analyze and determine technical labor and supply budget for Center for the Arts and outside productions.

Supervise and evaluate the performance of assigned personnel.

Schedule events and crew for various productions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and deadlines.

Work independently with little direction.

Plan and organize work.

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month classified. Excellent fringe benefits include eight 32-hour workweeks during the summer. Working hours are Monday through Friday, 8:00 a.m. until 5:00 p.m., with some various evening and weekends due to scheduled events and performances.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY RANGE \$6,282 per month.

Salary increases are granted on the first day of the month following each year of service, until step F is reached.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_request_form

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

Closing Date: Monday, August 9, 2021 at 3:00 p.m.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.

- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.