



El Camino College

Theatre Operations Manager



KEY ROLES/RESPONSIBILITIES

Under general direction of an assigned administrator, exercise leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's vision and develop, organize, and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including Front and Back of House operations in the Marsee Auditorium, Campus Theatre, Haag Recital Hall; theatre/music/dance department performances, campus events, and rental and community events. Establish and track budgets for performances. Supervise and evaluate assigned staff.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

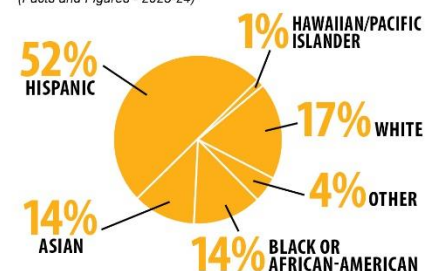
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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 thousands of 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, veterans, working parents, and evening students.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



THEATRE OPERATIONS MANAGER

Division: Arts, Media, & Entertainment

Posting Closing Date: 09/05/25

Req: C2526-012

Position Type: Supervisory Administrator

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

1. Plan, oversee, and produce various department shows from pre-production through opening/closing of the performance. Conduct meetings and participate in selection of plays for all theatre department seasons.
2. Assist faculty in planning and preparing entries into theatre festivals. Prepare memos, applications, and other materials.
3. Analyze and determine technical labor and supply budgets for academic productions, campus events, and rentals. Administer budgets, track expenditures, issue purchase requisitions and consultant agreements, and initiate budget transfers as needed.
4. Prepare and submit payroll forms for full-time and hourly staff.
5. Research technical theatre equipment for rental and purchase for productions; compile bids from vendors on major purchases.
6. Support faculty in creating and maintaining pre-apprenticeship opportunities for students in technical theatre disciplines leading to registered apprenticeships.
7. Oversee ticket office operations, ticketing software/vendor, policies, and reconciliations.
8. Ensure excellent patron experience and ADA compliance for all venues.
9. Supervise event coordination for all theaters and manage front-of-house staff.
10. Develop and enforce operational policies and procedures for audience services.
11. Oversee the scheduling of events for all theater venues.
12. Schedule both production staff and front-of-house personnel for events, rehearsals, and work calls.
13. Meet with perspective renters and college clubs to determine feasibility of accepting, scheduling, and crewing production or event.
14. Conduct meetings with Facilities rental team.
15. Create billing for backstage and front-of-house labor.
16. Conduct tours of theatre facilities to prospective users.

17. Supervise and evaluate assigned staff including technical personnel and front-of-house staff.
18. Assign duties to full-time staff and part-time crew for productions, special projects and repairs, and maintenance activities.
19. Coordinate student worker/volunteer programs supporting theatre operations.
20. Communicate with administration, staff, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
21. Serve as a liaison between faculty, directors, and technical staff for academic productions.
22. Attend a variety of meetings as assigned.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in theatre management, business, management, or related field.

Experience: Three (3) equivalent full-time years of experience in theatre management and computerized ticket office operations; two (2) equivalent full-time years of guest relations and customer service experience; three (3) equivalent years of supervisory experience.

DESIRED QUALIFICATIONS

Desirable Experience: Master's degree from an accredited college or university in theatre management, business, management, or related field.

Desirable Experience: Five (5) equivalent full-time years or more of progressively responsible theatre management, computerized ticket office management, guest artist relations and customer service experience; three (3) full-time equivalent years of supervisory experience.

Knowledge/Areas of Expertise:

- Technical theatre production and Front of House procedures, policies, and operations in both educational and professional settings.
- Venue management and event coordination.
- Operation and applications of computerized ticketing systems, computer networks, printers, and peripheral equipment.
- Accounting principles, practices and procedures for ticket sales and receipt of revenues.
- Stage management procedures and production crew operations.
- Theatre terminology.
- Principles of customer service and audience development.
- Interpersonal skills using tact, patience and courtesy.
- ADA requirements for performance.
- Budget development and administration.
- Business software and hardware experience.
- Personnel supervision and evaluation.
- Operation of a computer and assigned software.

Abilities/Skills:

- Supervise and evaluate staff.
- Supervise the use and maintenance of the computerized ticketing system.
- Develop financial and statistical reports, and related marketing activities.
- Prepare and administer budgets related to theatre personnel, supplies and equipment, and front of house operations in an effective and business-like manner.
- Develop quality customer service standards.
- Ability to work well with students, faculty, staff, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: FRIDAY, SEPTEMBER 5, 2025 at 3:00 P.M.

SALARY: Starting salary is \$6,840 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$8,784 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

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.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://maxient.com/ada-job-applicant-accommodation-request)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: [Employment Opportunities | El Camino College | Torrance, CA](#)
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>.

IMPORTANT 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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes 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 paper 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.