

**JOB INFORMATION**

Effective Date	10/27/2021
Job Code:	4220
Job Title:	Theater Supervisor
Salary Grade/Structure:	140 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Cultural Arts
Job Summary	The Theater Supervisor at the University of Houston-Clear Lake serves as the university liaison and coordinator for every event in the Bayou Theater. He/she is the production coordinator and stage manager for all events; advancing and securing the technical aspects of UHCL presented shows and rental events. The incumbent is responsible for ensuring the safety, usability, and cleanliness of the theater and surrounding facility. The Theater Supervisor is responsible for hiring and training technicians and serves as the facility manager for the Bayou Theater. S/he assists with the UHCL Art Gallery in installations, maintenance and upgrades as assigned.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	A minimum two years of experience in theatre management or a similar position that includes multiple responsibilities in various areas of technical theater such as light and/or sound operation and design, theatre rigging, maintenance, etc	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
-------------------------	--------------------------------	------------	--------------------

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must possess decisive analytical abilities with equipment, planning and marketing.	Skilled
• Must maintain good interpersonal skills with internal and external contacts.	Skilled
• Must meet highly fluctuating deadlines and work hours with facility renters on a daily and weekly basis.	Skilled
• Must be able to handle several administrative and technical theater tasks simultaneously.	Skilled
• Must be able to perform extensive physical activities common to a highly dynamic stage environment that includes climbing, lifting, pulling, building.	Skilled
• Must have a working knowledge of the use of hand and power tools; and have extensive working knowledge of complicated theater equipment (e.g. computer systems, lighting, sound, rigging).	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Maintains and upgrades the UHCL Bayou Theatre facilities and equipment.	25%
• Coordinates labor and serves as lead and sometimes sole technician for UHCL Bayou Theatre events.	25%
• Advances and coordinates all rentals and presented shows in the theater	20%
• Trains staff on theatre equipment and procedures.	10%
• Maintains the safety and cleanliness of the Bayou Theater.	10%
• Aids the UHCL Art Gallery in installations, maintenance and upgrades.	10%
• Other duties performed as assigned.	0%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description