



**TITLE:** Theater & Event Services Manager

**FLSA:** Exempt – Non-Represented

**PURPOSE:** The Theater & Event Services Manager is responsible for the safe, efficient, and community-focused operation of the Corvallis School District's theater facilities and other rentable spaces. This position provides administrative, operational, and technical support for school and non-school use of district venues, including oversight of scheduling, staffing, event coordination, and user compliance. The role also supports broader facility use and rental management across the district by coordinating external group usage, promoting district spaces, and ensuring alignment with board policy and safety protocols.

This position reports to the Director of Operations and supervises both professional and student Theater Technicians.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Theater & Facility Operations**

- Develops and maintains comprehensive procedures for use of district theaters and other reservable spaces, including user manuals, reservation systems, available equipment and services, check-in/check-out forms, and fee schedules.
- Coordinates and schedules use of district facilities by external organizations, including theaters, gyms, and meeting spaces.
- Promotes the use of district venues to community and non-district users; maintains promotional and electronic materials, including the website.
- Sets and monitors revenue goals related to facility rentals and develops marketing strategies to support them.
- Supports budget development and monitors related operational expenses.
- Partners with the Director of Operations to update, implement, and maintain board policy on facility use.
- Collaborates with district and school administrators to ensure instructional and internal district events receive scheduling priority.
- Maintains inventory of district-controlled theater equipment and supports procurement of new/replacement equipment.
- Oversees technical event support (lighting, sound, rigging), event safety, and venue setup for both school and community events.
- Supervises, schedules, and evaluates student and professional theater technicians.
- Serves as primary contact for rental groups to ensure understanding of facility guidelines, safety, and appropriate use of equipment.
- Develops expertise in and trains others on all installed technical systems in district venues.

### **Event and Rental Services Coordination**

- Serves as the central point of contact for community group rentals, ensuring clear communication, appropriate documentation, insurance, and facility use contracts.
- Works with the Facilities Department to coordinate use of facilities alongside maintenance, custodial support, and construction schedules.
- Maintains a district-wide calendar of rental events and serves as liaison between renters and site-based staff.
- Coordinates safety and supervision standards for all external events.



- Coordinates security and access for facilities use in district facilities.
- Creates safety and maintenance procedures for theater facilities and ensures compliance with all user groups.

### **Educational Responsibilities**

- Supports the establishment of student internships and work-study opportunities in technical theater and event operations.
- Partners with fine arts instructors to provide students and staff training in lighting, sound, and safety systems.
- Helps define criteria for technician certification and oversees student and adult certification processes.

### **General Administration**

- Participates in district-level and site-based meetings as needed.
- Solicits grants and funding in collaboration with the Corvallis School District Foundation to enhance theater and event-related programming.
- Ensures compliance with OSHA and district safety standards; serves as safety officer for venue operations.
- Continuously evaluates and recommends improvements for theater and facility use operations.

### **GENERAL PERFORMANCE REQUIREMENTS:**

- Foster a welcoming, professional, and efficient atmosphere for district staff, students, and the public.
- Maintain compliance with all laws, district policies, and safety procedures.
- Maintain confidentiality and exhibit professionalism in all aspects of the work.
- Demonstrate excellent organizational, communication, and time management skills.
- Collaborate effectively with diverse stakeholders.
- Maintain regular, punctual attendance and adaptability to varied hours.
- Operate standard AV and theater equipment confidently.
- Support district-wide goals around community engagement, educational enrichment, and safe learning environments.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **General knowledge of technical theater systems**, including lighting, sound, and rigging.
- Demonstrated ability to manage facilities and coordinate diverse event needs.
- Strong leadership and training skills.
- Minimum two years of college or equivalent experience in technical theater, event management, or related field.
- Experience in facilities rental or event coordination is strongly preferred.



- Excellent interpersonal and public relations skills, including experience in marketing.
- Strong computer proficiency, including scheduling systems.
- Ability to work flexible hours, including evenings and weekends.
- Ability to travel between district sites and meet district driving standards if applicable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly required to lift, move, or carry up to 25 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch.
- Frequently required to lift and/or move up to 40 pounds.
- Occasionally lift and/or move more than 40 pounds with assistance.
- Occasionally required to travel within and outside of the district.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be usually moderate to frequently high. The employee experiences occasional exposure to one or more disagreeable conditions, such as: extreme noise; and moderately hazardous conditions including handling, operating potentially dangerous equipment, and the risk of electric shock. The employee's work is almost exclusively indoors.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.



**Corvallis**  
SCHOOL DISTRICT

I have read and understand this job description.

Signature

Date

**Theater & Event Services Manager**

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**