

JOB TITLE: Business Manager (Theater)

APPOINTMENT: Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

PRIMARY SUPERVISOR: Student Activities Director, Asst. Student Activities Director, Asst. Principal of Student Activities, Building Principal.

QUALIFICATIONS:

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates required by law for the specified position when applicable.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, and possibly lift up to 50 pounds or more, any and all body movements related to the job description.

JOB GOAL:

To provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall present a positive image of the school to parents and convey to them the school's genuine concern with the education, growth and development of each student.
2. Shall seek to establish friendly and cooperative partnerships between home and school.
3. Shall work to develop a positive public relationship between the school district and the community.
4. Shall carry out assignments in a timely manner without undue checking.
5. Shall react positively to directives.
6. Shall have a willingness to cooperate with the Superintendent, District Administrators, Building Administrators, Activities Director and Staff.

- 7.Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
- 8.Shall take necessary precautions to protect students, equipment, materials and facilities.
- 9.Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
- 10.Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Maintain financial records and be financially responsible for the actions of the activity (all activities are self-funded)
2. Keep up to date with all paperwork required from the student activity office
3. Maintain a list of active students with the designated individual for eligibility
4. Plan and supervise all meetings, events, and performances until all students are dismissed
5. Work collaboratively with the director to ensure all elements of the performance are prepared and developed for the competitive performance
6. Complete end of the year packet and meet with the student activity director at the conclusion of each school year
7. Assist in organizing transportation to events ahead of schedule if necessary
8. Participate with school events when needed including membership drives
9. Maintain a core group of students to create a competitive performance
10. Keep a log of attendance and brief agendas from all meetings
11. Invite students, schools, businesses and organizations to performances
12. Organize seating arrangements for guest arrival
13. Market and advertise each play/speech performance.

POSITION – Business Manager (Theater)

DUTIES/RESPONSIBILITIES

- Create and maintain scheduling procedures to optimize the use schedule to best provide for the needs of the variety of groups that use the theatre.
- Create forms for users to fill out for the theatre management, and for the theatre management to impart essential information to the user.
- Create and maintain a system of mandatory Production Meetings to ascertain prospective users' specific time needs and space requirements.
- Create and regulate policies and procedures to control security and access of the theatre.
- Conduct production meetings to ascertain prospective users' specific time needs and space requirements, and how to best support them.
- Work with Technician and student crew (as appropriate) staff meetings and trainings.
- Meet with school district staff as needed to alert them or educate them to issues needing attention in the theatre.
- Provide technical support to increase the efficacy and safe operations of the theatres.
- Work with set design/costume design for overall effectiveness.
- Make sure support staff is trained in the policies and procedures of the theatre so that they may appropriately represent the theatre.
- Periodically confer with district business/finance management.
- Track the annual budget for expenses and make suggestions for essential expenses and cost savings.
- Solicit support for the Theatre Group through generating advertising revenue, requesting financial support from community and support any fundraising efforts by the student members of the group.
- Create advertising posters for distribution throughout the school building.
- Contact the feeder schools to generate interest in attending daytime productions.
- Create and produce playbills for distribution to audience members.
- Create and generate tickets for the performances.
- Attend the performances and monitor ticket sales and report the outcomes of the performances to the Student Activities Director.
- Work toward developing an image (brand) within the community; familiarity breeds ownership, pride, and a sense of belonging within the community.

TICKET PROCEDURE/REPORTING

In the past, students were responsible for pre-sales of tickets and the balance of the ticket sales were done at the door. However, the auditing of the sales became too difficult, and parents claimed to have “pre-paid” for tickets weren’t ever sold. Therefore, a new method for distributing and collection needed to occur.

DISTRIBUTION OF TICKETS

- 1) Each Theatre member receives (10) tickets for distribution to their respective families and friends. No monies are exchanged at this point.
- 2) The Theatre Business Manager is responsible to maintaining the log of students and the ticket numbers that they received.
- 3) Once the parent(s) or family members enter the school, they pay for the used tickets.

AUDITING OF THE SALES/DEPOSIT OF SALES

- 1) The Theatre Business Manager receives \$400 as “start-up” monies to have change for patrons purchasing tickets. The Business Manager makes change, as appropriate, to be used during the performances.
- 2) The Theatre Business Manager reviews the number of sales for each performance and balances against the monies collected.
- 3) The Theatre Business Manager returns to start-up monies to the Student Activities Director.
- 4) The Theatre Business Manager provides these counts/monies to the Student Activities Director.
- 5) The Theatre Business Manager deposits these monies in the Performing Arts Budget - #3052.

AUDITING OF ACCOUNT MONIES

- 1) The Theatre Business Manager is responsible for monitoring the account balance for #3052. If a discrepancy occurs – they notify the Student Activities Director.