

JOB DESCRIPTION

Position: Business Manager-Musical
Reports to: High School Principal
Employment Status: Regular/Full-time
FLSA Status: Exempt
Description: The primary purpose is to oversee/manage the budget and financial aspects of the school musical production
NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Supervise front-of-house operations (box office and house management)
- Supervise scheduling and rental of facilities, equipment and related services for the performing arts center
- Manage contracts for performing arts facilities, equipment and services
- Manage the budget for the school musical
- Design, develop, recommend and implement new practices, policies, procedures, methods and systems for running the school musical production. This includes Box Office Management, House Management, Facilities Management, and Budget Management
- Train students and volunteers in the various functions associated with theater production

Other Duties and Responsibilities:

- Promote good public relations
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Maintain and improve professional competence by attending professional seminars, workshops, etc.
- Maintain respect for confidential information

Qualifications:

- Bachelor's degree (B.A.) or equivalent education and experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Training in computer technology
- Ability to work in a team environment
- Excellent verbal and written communications skills
- Experience working with budgets and financials
- Working knowledge of theatrical productions and contracts

Equipment Operated:

- Computer
- Copy machine
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent evening work
- Occasional repetitive hand motion, e.g., computer keyboard, calculator, writing