



Non-Instructional Position Request Form
2015-2016

Super S260
2015-10

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Mertes Center Theater Manager
Division/ Unit: ALSS

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- Checkboxes for New position (65%), Increase an existing funded position, and New categorically funded position.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

As the Mertes Center continues to be used, not just for Performing Arts events, but also for special events, speakers, Veterans events, rental groups, etc. there is a consistent need for someone to be the face of the "Front of House" for these events.

a. Give some historical perspective of the changing workload over a 3-5 year period: Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=: Click or tap here to enter text. > 2010: Click or tap here to enter text. 201\_: Click or tap here to enter text. Change over that time is Click or tap here to enter text. %

Workload unit 2=: Click or tap here to enter text. > 2010: Click or tap here to enter text. 201\_: Click or tap here to enter text. Change over that time is Click or tap here to enter text. %

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

a. your Program Review This is not addresses in the Program Review for Theater. The Theater Department is identifying the need for the college and suggesting a solution.

b. our LPC Planning Priorities; *Provide staff and resources to support an institutional advancement plan and efforts; Provide greater access to the campus facilities for the community*

c. other requirements or needs detailed in Master Plans or accreditation

What other alternatives have been considered in lieu of this position to meet programmatic demands?  
*We have tried volunteers from the community, but this is not ideal as there is a fair amount of money handling involved. This year, the theater and music department are paying an independent contractor for our events to manage front of house, so that Christine can fulfill her functions backstage. For community rentals, or other groups on campus, there has not been anyone available to meet those needs and so the box office has been either manned by faculty in their off hours, or not manned at all.*

4. What is the consequence of not funding this position?  
*Not funding this will continue to prevent community groups from using the space to the fullest potential (a revenue source for the college) and/or continue to tap the out of contract hours of the current performing arts faculty for assistance.*

5. Has this position or a similar position been presented to RAC previously and in what years? Explain.

[Click or tap here to enter text.](#)

**For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).**

|  |             |         |  |
|--|-------------|---------|--|
| <b>Estimate Increase/ Proposed Annual Salary Cost:</b> | \$ 43023.27 | 46,023. | <b>**NOTE**</b><br><b>Full time</b> = 20-40 hrs. per week or 50%-100%.<br><b>Regular Hourly</b> = 18 hrs. or less per week (<50%). |
| <b>Estimate Benefits Cost:</b><br>(50% of salary)      | \$ 23011.63 | 23,012  |  |
| <b>Total Cost for Position:</b>                        | \$ 69034.90 | 69,035  |  |

Reviewed by & Date SD 9/21/15  
College Administrative Assistant, Office of Administrative Services

**Important request deadlines for 2015/2016 (subject to change):**

**Mon., Sept. 14, 2015** request to Division Dean by end of business

**Wed., Sept. 16, 2015** presented at Division Meeting

**Fri., Sept. 18, 2015** due in Administrative Services Office with VP signature


**Thu., Oct. 1, 2015** deans will present to Resource Allocation Committee


**Signatures:**

  
Requestor

9/18/15  
Date Submitted

**Reviewed by:**

  
Dean/ Unit Administrator

  
Vice President



CHABOT –LAS POSITAS COMMUNITY COLLEGE DISTRICT  
 Classified Salary Schedule B  
 (Confidential Supervisory)  
 Effective July 1, 2015

| <u>JOB FAMILY AND CLASS TITLES</u> | <u>RANGE</u> | <u>SALARY</u>       |
|------------------------------------|--------------|---------------------|
| <u>CONFIDENTIAL</u>                |              |                     |
| ADMIN ASST II - CONFIDENTIAL       | C360         | 4,079.67 - 4,971.58 |
| BUSINESS OPERATIONS COORD          | C420         | 4,728.42 - 5,758.33 |
| EXECUTIVE ASST TO COLLEGE PRES     | C420         | 4,728.42 - 5,758.33 |
| EXECUTIVE ASST TO VICE PRES        | C380         | 4,281.83 - 5,223.67 |
| EXECUTIVE ASST, VICE CHANCELLOR    | C420         | 4,728.42 - 5,758.33 |
| EXECUTIVE ASST/COORDINATOR         | C500         | 5,761.17 - 7,003.92 |
| HUMAN RESOURCES ANALYST            | C440         | 4,970.33 - 6,037.08 |
| HUMAN RESOURCES TECHNICIAN I       | C310         | 3,608.08 - 4,386.92 |
| HUMAN RESOURCES TECHNICIAN II      | C400         | 4,475.75 - 5,454.00 |
| OFFICE ASSISTANT I                 | C290         | 3,431.83 - 4,178.17 |
| OFFICE ASSISTANT II                | C350         | 3,978.42 - 4,848.00 |
| PUBLIC INFORMATION ASSISTANT       | C310         | 3,608.08 - 4,386.92 |
| <u>SUPERVISORY</u>                 |              |                     |
| ACCOUNTING SUPERVISOR              | S200         | 5,087.17 - 6,197.25 |
| CHILDREN'S CENTER ASST MGR **      | S250         | 5,755.92 - 7,022.42 |
| COLLEGE ADMIN SERVICES OFFICER     | S270         | 6,047.50 - 7,349.33 |
| COMPUTER OPERATIONS SUPERVISOR     | S240         | 5,615.33 - 6,843.67 |
| CUSTODIAL MANAGER                  | S270         | 6,047.50 - 7,349.33 |
| CUSTODIAL SUPERVISOR               | S230         | 5,482.58 - 6,683.25 |
| FINANCIAL AID OFFICER              | S250         | 5,755.92 - 7,022.42 |
| GROUNDS MANAGER                    | S270         | 6,047.50 - 7,349.33 |
| GROUNDS SUPERVISOR                 | S230         | 5,482.58 - 6,683.25 |
| INSTRNL TECHNOLOGY/OPN LRNG CTR    | S350         | 7,366.67 - 8,955.00 |
| MAINTENANCE MANAGER                | S330         | 7,011.92 - 8,522.75 |
| MAINTENANCE SUPERVISOR             | S270         | 6,047.50 - 7,349.33 |
| PROGRAM DIRECTOR EDU TAL SEARCH    | S250         | 5,755.92 - 7,022.42 |
| SECURITY SUPERVISOR                | S170         | 4,729.83 - 5,755.92 |
| SR INSTRUCTNL NETWORK SYS SPEC     | S350         | 7,366.67 - 8,955.00 |
| TEACHER PREP-AMERICO PRG MGR**     | S250         | 5,755.92 - 7,022.42 |
| THEATER MANAGER                    | S260         | 5,900.42 - 7,170.67 |

# **CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT**

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## Class Specification

### **THEATRE MANAGER**

Chabot College

#### **DEFINITION**

Under general administrative direction of the Dean, assume responsibility for the coordination and management of the Chabot College Performing Arts Center including music classrooms and ancillary performing areas; serve as primary contact to clients interested in reserving theatre facilities and classrooms for concerts, cultural events, meetings, conferences and public performances; oversee daily facility operations, maintenance and capital projects; and supervise technical staff and student assistants.

#### **REPRESENTATIVE DUTIES**

1. Assume management responsibility for the operations and activities of the Chabot College Performing Arts Center including music classrooms and ancillary performing areas
2. Schedule usage of the performing arts center for a variety of activities including meetings, seminars, plays, concerts and various other special events; determine fees to be charged for events.
3. Meet with potential clients interested in utilizing the performing arts center; discuss the scope of services needed including technical details of productions, policies, procedures and fees; provide information and assistance to users of facilities.
4. Promote and coordinate specific activities at the performing arts center; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
5. Ensure adherence to established safety policies, procedures and regulations governing the use and operation of the performing arts center; train staff in appropriate safety procedures.
6. Inspect performing arts center and related facilities for needed repair and maintenance; schedule maintenance as needed.
7. Plan for future expansions, capital outlay projects and facility upgrades; consult with administrative staff and faculty to determine future goals and needs for theatre facilities.

8. Supervise the installation of new or used equipment; establish and maintain maintenance schedules for all assigned technical equipment; provide training to staff in equipment use.
9. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
10. Participate in the selection of technical and student staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
11. Represent the performing arts center to outside agencies; maintain a broad base of contacts within the community for public relations purposes.
12. Perform related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Operations, services and activities of a college performing arts center.
2. Methods and techniques of stage operations including rigging, sound, lighting and projection.
3. Basic principles of supervision and training.
4. Principles and practices of program development and implementation.
5. Basic procedures, methods and techniques of budget preparation and control.
6. Marketing theories, principles and practices and their application to performing arts.
7. Operational characteristics of various performing arts and theater equipment and tools.
8. Occupational hazards and standard safety practices.

#### **Ability to:**

1. Manage and oversee the operations of the Chabot College Performing Arts Center.
2. Coordinate and direct special performances and events at the Center.
3. Elicit community and organizational support for performing arts center programs and events.
4. Supervise, direct and coordinate the work of lower level staff.
5. Maintain performing arts facilities in a safe, secure and orderly conditions.
6. Ensure adherence to safety policies and procedures.
7. Respond to requests and inquiries from the general public regarding use of performing arts facilities.

8. Coordinate the use of the Performing Arts Center with potential clients.
9. Interpret and explain Center policies and procedures.
10. Prepare and administer the assigned budget.
11. Allocate limited resources in a cost effective manner.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

Bachelors degree from an accredited college or university with major course work in performing arts or a related field and four years of increasingly responsible experience in theater operations and administration.

**NOTE:** This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by Board of Trustees on 7/6/99  
Effective: 7/1/99  
Job Family: Supervisory  
(p:/Theatre Mgr.doc)