

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Technical Manager – Robinson Fine Arts Center	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of Fine Arts	<b>Pay Range:</b>	831
<b>Dept./School:</b>	Fine Arts	<b>Date Revised:</b>	11/9/2020

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**Primary Purpose:**

Coordinate the technical aspects of Plano ISD events, community events and rentals, including production personnel and equipment within the Plano ISD Robbie & Lynore Robinson Fine Arts Center venue and ancillary spaces. In addition to event related services, this position will support the overall daily operations of the Plano ISD Robinson Fine Arts Center. General supervision of full or part-time technical staff, student employees, student interns and community volunteers. Provides cross-training in different theatrical disciplines and on all control systems center-wide, as well as leading training of operations staff.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree in Technical Theatre, Performing Arts, Performing Arts Management or equivalent experience

CAD experience and/or ETSA/ETCP certification preferred

**Special Knowledge/Skills:**

Advanced experience in maintenance, repair, troubleshooting and operation of lighting, video, audio, rigging, staging, and communications systems and equipment

Excellent understanding of all aspects of live entertainment

Problem solving skills in a dynamic, high pressure, production environment

Skills in assessing end user needs and dedication to meeting quality standards for service

Excellent communication skills between all areas of production with Plano ISD staff, customers, and the public

Schedule, workflow, personnel, and budget management abilities

Ability to read, draw and interpret site diagrams, location maps, lighting plots, etc.

Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

Three to five years of experience in hands-on large-scale theatrical operations

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Additional supervisory experience preferred

**Major Responsibilities and Duties:**

Work with Fine Arts staff, Production Management, Plano ISD staff, community organizations and others to achieve the desired results in all technical aspects for a variety of events

Assist district leadership in the development and implementation of Fine Arts Center (FAC) user policies and procedures, safety guidelines and maintenance protocols

Ensure the safety and welfare of students, staff, clients, patrons, and all who enter the facility by enforcing safety guidelines and maintaining facility equipment

Communicate and coordinate production activities with other FAC staff

Assess needs and coordinate use of all FAC owned or rental equipment for all events across facility, or for Center presentations at other district venues

Participate in and direct crews in set up, testing, operation and strike of all technical equipment

Regulate technical needs for all events in cooperation with district, community or rental groups

Maintain and safeguard all technical equipment of the FAC, as well as other technical assets, through the development and implementation of regular preventative maintenance and inventories

Perform or arrange for maintenance and repair of equipment as needs arise

Design and coordinate with all stakeholders any upgrades and expansion of any technical systems in the FAC venues as needed

Manage operating budgets for the FAC, submitting all purchasing requests, invoices and time sheets to the appropriate department on a timely basis and tracking expenditures

Track production expenses and invoices and submit to the appropriate departments in a timely fashion

Develop and participate in training for Operations Staff on all technical systems

Assist in determining the production labor requirements for events or work calls and schedule staff accordingly

Manage scheduling of Technical Assistants and Crews as needed for specific productions and events

Communicate event needs at regularly scheduled production meetings

Delegate duties and ensure that a task is understood, supervised and accomplished

Management and supervision of Technical Specialists and House Crews, using Plano ISD and FAC policies and guidelines to establish maintenance goals and projects, time management, show production and preparation, run crew responsibilities and execution

Manage all FAC technical needs including scheduling and labor, equipment, tools and expendables

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Support the use of the venues by district partners, rental clients, and third party vendors

Assist all parties in interfacing with the building and facility equipment in accordance with District contracts, PISD policies and procedures and standard safety guidelines

Routine and administrative responsibilities include: reporting to work as scheduled and reporting hours per event, attending production meetings, supervision of facility changeovers, completion of required reports and other documentation, reporting any unsafe working conditions or practices to management, and attending continuing education as recommended

Ensure that one's self or a qualified representative can be contacted at all times for technical assistance and in case of emergencies

Develop and manage a maintenance program for Plano ISD Theatre facilities at all campuses and communicate the needs of individual campus facility needs with the Plano ISD Fine Arts, Maintenance, New Construction, and Facilities Departments as appropriate

Demonstrate behavior that is professional, ethical, and responsible and act as a role model for all district staff and students

Follow all rules, regulations, and policies of Plano ISD, and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Fine Arts Department, District Administration, and/or supervisor

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent long and varied hours including nights and weekends. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Capable of working at elevated heights, 90' and over. Occasional lifting up to 50 pounds.

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 11/9/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_