

University of Houston – Clear Lake

Position Description

Job Title: **Theatre Supervisor**

Job Code: **4220**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School or GED.	
Experience	Two years experience in theatre management or a similar position that includes multiple responsibilities in various areas of technical theater such as light and/or sound operation and design, theatre rigging, maintenance, etc.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Theatre Supervisor at the University of Houston-Clear Lake serves as the university liaison and coordinator for every event brought into the Bayou Theatre. He/she also serves as the facility manager for the Bayou Theatre. The Theatre Supervisor works with the Assistant Director of Student Life for Cultural Arts/Special Events to program events and promote usage of the theatre.

Duties and responsibilities	% Time
Maintains and upgrades the UHCL Bayou Theatre facilities and equipment.	30
Coordinates labor and serves as lead and sometimes sole technician for UHCL Bayou Theatre events.	30
Administers, plans, budgets, markets and assesses UHCL Bayou Theatre events.	15
Serves as primary liaison with internal and external organizations, associations, and theatre customers including billing in a timely manner.	15
Trains staff on theatre equipment and procedures. Assists the Assistant Director of Student Life for Cultural Arts/Special Events and the Director of Student Life with their on campus events and special projects.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.