

Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: THEATRE BUSINESS MANAGER

REQUIREMENTS:

A. Education Level: Bachelor's degree with teaching certification

B. Experience Desired: Basic theatre background

C. Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.

D. Other Requirements: Managerial skills.
Basic bookkeeping ability

REPORTS TO: Principal
Assistant Principals
Fine Arts Coordinator
Artistic and Technical Directors

RECEIVES GUIDANCE FROM: The above, plus school business manager and business teachers, and school art teachers.

DATE: Revised July 2003

ESSENTIAL FUNCTIONS AND DUTIES:

1. Oversees the creation of production design for all publicity – posters, tickets, T-shirts, programs, street signs, etc.
2. Arranges for the printing of all publicity materials listed above.
3. Arranges all publicity dissemination – public service announcements, calendars, photo shoots from newspapers, marquee boards at both school and community, display cases at school, radio and TV talk shows, written announcements, school newspaper, daily announcements, and live preview performances.
4. Arranges distribution and placement of all posters and street signs.
5. Organizes student ticket sales and collection of all monies.
6. Organizes and supervises ticket reservations.
7. Oversees the ordering, collecting funds for and distribution of T-shirts.

8. Arranges for and supervises ushers for each performance.
9. Performs or delegates the duties of house manager.
10. Organizes and supervises the box office for each performance.
11. Organizes and supervises sales of concessions for each performance.
12. Maintains books and processes bills and expenditures.
13. Arranges opening night receptions.
14. Meets with and communicates to Fine Arts Coordinator on all items of travel, budget, standards, calendars and schedules.
15. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both
 ~~XXXXX~~

B. **Climatic Environment:**
 Some District work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. **Hazards:**
 None

D. **Work Year**
 Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name