

Assistant Manager, Jim Rouse Theatre Productions

Classification Title: Specialist, Jim Rouse Theatre Productions

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the Jim Rouse Theatre (JRT) Facility Manager, the Assistant Manager is responsible for collaborating with the JRT Facility Manager to plan and implement all aspects of HCPSS, Wilde Lake High School (WLHS), and community events taking place in the Jim Rouse Theatre. This is a non-supervisory position.

ESSENTIAL POSITION RESPONSIBILITIES

- Prepares and plans events under the direction of the JRT Facility Manager. This includes, but is not limited to, technical direction, event logistics, and all staffing needs.
- Directs the technical aspects of all JRT events, including, but not limited to, light design, sound design, and implementation and set up of sound equipment and rigging.
- Collaborates with clients to understand the vision for the event and ensure the needs of the event are planned ahead of time and can be met in compliance with all HCPSS and JRT policies and procedures.
- Identifies possible safety and security concerns for each event and implements the Emergency Operations Plan to mitigate these concerns during all events.
- Collaborates with JRT staff to implement all WLHS, HCPSS, and community events.
- Schedules JRT staff to work events and trains JRT staff to be able to run all aspects of an event.
- Provides direction to temporary employees serving as event staff.
- Supports student efforts to produce events for the WLHS Performing Arts Department and various student organizations. Acts as Technical Director and/or trains student crew to run all school-related events. Ensures all tech needs for WLHS events are met.
- Inspects all equipment for technical functionality on a weekly basis and fixes any equipment issues. Maintains inventory count and communicates needs for new orders to the JRT Facility Manager for consumable products used to run events.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ETC Ion light board programming and operations.
- Knowledge of Midas M32 sound board programming and operations.
- Excellent computer skills, including database management, word processing and electronic communication.
- Strong budgeting and financial management skills.
- Ability to demonstrate organizational and time management skills in a professional setting.

- Ability to demonstrate problem solving skills.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent	Seven (7) years of experience organizing, coordinating, and executing events or projects.
Associate degree	Five (5) years of experience organizing, coordinating, and executing events or projects.
Bachelor's degree from an accredited college or university	Three (3) years of experience organizing, coordinating, and executing events or projects.

PREFERRED QUALIFICATIONS

- Experience organizing, coordinating, and executing all aspects of an event or project in a theatre or entertainment venue.
- Experience with technical aspects of events including, but not limited to, light design, sound design, and implementation and set up of sound equipment and rigging.

PRE-EMPLOYMENT PHYSICAL

- The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

SPECIAL REQUIREMENTS

- Physically capable of lifting heavy loads (75-100 pounds).
- Able to work extended hours for evening and weekend events.
- Able to walk on catwalks and ladders.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 24 on the Technical Central Office and School Based salary scale, \$73,432 - \$121,652. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact the Office of Human Resources at recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.