**New or Replacement:** Replacement  
**Date posted:** 03/30/12

**Position Title:** Thiry Auditorium Manager & Technical Director, College of Arts & Sciences  
**Location:** San Antonio main campus  
**Office/Department:** College of Arts and Sciences  
**FLSA Status (Exemption Category):** Non-Exempt  
**Work Status:** Part Time  
**Reports To:** Dean of Arts and Sciences Office  
**Supervisory Responsibility:** None  
**Created/Revised by (Date):** Dean of Arts and Sciences (3/23/2012)  
**Approved by (Date):** P. Vargas, Director of Human Resources (3/23/2012)

**Job Summary:**
This position is a half-time temporary staff position. The manager and technical director for Thiry Auditorium of the OLLU campus is responsible for scheduling and contracting use of Thiry Auditorium for internal and external parties, and managing the use of lighting, sound, and other technical equipment for events.

**Essential Functions:**

1. Schedule and coordinate use of Thiry Auditorium for all internal and external parties  
   a. Use phone and email to answer inquiries and coordinate planned events as the “point person” for the space.  
   b. Maintain a calendar of reservations for the space.  
   c. Process rental contracts, contracts for part time labor, and other paperwork  
   d. Per semester, publish the Thiry Calendar of Events to the campus and community

2. Oversee all theatre rentals and special events in Thiry Auditorium to include:  
   a. Locking/unlocking the building  
   b. Logistics/stage managing  
   c. Operation of lighting and sound board  
   d. Operation of other media and stage equipment  
   e. Coordinating use of pianos with Music Faculty  
   f. Tickets sales (where necessary)

3. Where possible, work events and/or act as back-up to include:  
   a. Locking/unlocking the building  
   b. Logistics/stage managing  
   c. Operation of lighting and sound board  
   d. Operation of other media and stage equipment  
   e. Coordinate use of pianos with Music Faculty  
   f. Tickets sales (where necessary)

4. Train and supervise work study students hired as Theater Technical Assistants  
5. Schedule work study students for specific events  
6. Manage the Thiry Auditorium budget  
7. Perform maintenance tasks to include: changing of light bulbs, reporting necessary equipment updating or replacement, etc. with the assistance of physical plant and housekeeping. Major repairs or needed equipment requests will be reported to/requested from the College of Arts & Sciences Dean.  
8. Act as liaison with OLLU Police Department and other entities associated with the use of the Thiry Auditorium.

**Additional Responsibilities:**

1. Performs all other duties as assigned.
Knowledge, Skills, and Abilities:
1. Experience in technical theater/general understanding of Sound and Light equipment.
2. Willingness and ability to perform physical tasks such as working the counter-weight system and moving speakers, monitors, equipment.
3. Willingness and ability to work a flexible and changing schedule (i.e. nights and weekends as needed)
4. Training in Technical Theater or Professional work related experience is preferred.
5. Supervisory or management experience is preferred
6. Self-directed, dependable and punctual traits are necessary
7. High level of organizational skill, excellent oral and written communication is necessary
8. Experience in budgeting, employee management, and public relations desired

Education and Experience:

- Bachelor’s degree or higher in technical theater plus two years of experience in a technical theater position; or; Associate’s degree or higher plus four years of experience in a technical theater position.
- Experience in theater management, technical operations and scheduling programs and events with a campus or performing arts facility.
- Experience in higher education desired

Minimum Starting Salary: (Actual salary offered subject to qualifications)

Applicant deadline: Open until filled

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