



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Operations Manager, Nazarian Center for Performing Arts
Status: Full-time, Calendar year Appointment, nonstandard workweek;
Includes evenings, weekends, and/or holidays hours
Grade: 11
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of College Events and Community Engagement

PRIMARY PURPOSE:

Maintain and organize the use of the physical spaces assigned to the center, including the Auditorium in Roberts Hall, Sapinsley Performance Hall, the Forman Theatre, and related support spaces; the Little Theater and dressing rooms; Melcer Dance Studio and dressing rooms, and other academic support spaces as may be assigned to the center. Organize and facilitate special events on and off campus, including but not limited to Commencement, College Gala, RIC Foundation, College of Advancement divisional events and select College-wide events. Event modalities include in-person, hybrid, and virtual events.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage the day to day operations of the Nazarian Center for the Performing Arts
- Coordinate, implement, staff, and execute in-person and/or virtual college events, including signature events, including but not limited to Commencement, gala, and other college-wide events.
- Coordinate and approve scheduling and usage of the Center's performing arts facilities and ancillary spaces.
- Act as the primary contact/liaison to the Music, Theater and Dance and work collaboratively generate the MTD academic rehearsal and performance schedule using People Soft and/or EMS (or designated college electronic reservation system).
- Work collaboratively with campus partners to develop overall programming for the Center.
- Oversee the booking, contracting, and billing of all events in the NCPA in EMS.
- Work collaboratively with the RIC Facilities Services personnel for the preservation, maintenance, and safety of the physical space assigned to the Center.
- Work collaboratively with RIC Information Services Office to facilitate production equipment and schedule technology services when requested.
- Assist in organizing and facilitating all necessary set-ups for user groups.
- Assist the Director in preparing and managing annual budgets and operational summaries and reports.
- Manage all student, profession, and special monthly staff hiring, including application postings, interviewing processes, and managing paperwork and onboarding processes.
- Schedule all Backstage, Front of House, and usherer staff, for all events in NCPA.
- Schedule all House Managers and special monthly employees (MP02/MP06) as needed for all NCPA and CECS events.

- Generate schedule and work with the Providence Fire Marshall .
- Process and input all student payroll for all of CECS department and MP02 payroll.
- Purchasing: Prepare as needed Researching, suggesting, quoting, and processing online for all equipment purchases and rentals.
- Monitor HVAC systems in the center and coordinate required maintenance or repairs with the College Physical Plant.
- Care for and maintain all stage and related equipment under the jurisdiction of the NCPA and CECS theatrical and support equipment.
- Adapt lighting/repertory plot for productions with assistance from student workers.
- Train and supervise MP02/MP06 employees and student workers during calls, installations, and strikes.
- Work closely with Campus Police and Facilities regarding the care, security, and maintainence of the NCPA and all stage and related equipment under jurisdiction of the NCPA's management.
- Assist the Director in organizing and facilitating all necessary set-ups for user groups.
- Supervise the Technical Director, Box Office Manager, student technicians, and crews.
- Monitor box office policies and procedures in conjunction with the Box Office Manager.
- Work closely with the Office of Communications and Marketing regarding publicity for performing arts events.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

Minimum of at least six years' experience in the performing arts and facilities management fields including experience with all technical aspects of the entertainment industry and/or technical theatre.

Skills, Knowledge and Abilities:

- Working knowledge of all aspects of stage rigging, lighting instruments and control, audio equipment.
- Ability to work with and supervise student crews in a pleasant, efficient and organized manner.
- Ability to interpret and execute roadshow specifications and procedures.
- Understanding of implementation of contractual requirements for touring operations & ability to interpret road-show specifications and drawings.
- Ability to stay abreast of progress and developments in the technical theatre field.
- Comprehensive knowledge of lighting and sound equipment and best practices of operation.
- Advanced skills with regard to construction and technical theatre technology.
- Working knowledge of stage rigging, including single & double purchase as well as small arena spaces.
- Understanding of implementation of contractual requirements for touring operations & ability to interpret road-show specifications and drawings.

- Superior stage and facility management skills.
- Excellent communication skills with ability to train and supervise a labor force of various levels of proficiency including students and over hire staff.
- Exceptional organizational and time management skills.
- Ability to work independently with minimal supervision and as a team player.
- Strong problem-solving skills and ability to remain positive under stressful conditions.
- Ability to stay abreast of progress and developments in the technical theatre field.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.