

JOB TITLE : THEATRE MANAGER

JOB FAMILY : AUXILIARY SERVICES

BAND : F

FLSA : EXEMPT

JOB CODE : 10996

MAIN FUNCTION:

Research, design, write, and edit promotional materials including playbills, flyers, programs, brochures, and poster.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Design and implement a subscription campaign, group sales strategies, and single event promotions.

Develop media plans to provide coverage for department events.

Research, design, write, and edit promotional materials including playbills, flyers, programs, brochures, and poster.

Coordinate printing of promotional materials with graphic designers, commercial printers, and mailing services.

Develop and maintain mailing lists.

JOB PROFILE :

MINIMUM / EXPERIENCE: Bachelor's degree and 2 to 4 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Provide guidance and coordinate activities.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact dealing with matters of a highly sensitive or personal nature (e.g., personal counseling such as academic, financial, medical or psychological), or assisting in providing academic instruction.

SUPERVISION GIVEN: Responsible for providing supervisory direction to other employees.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING : Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly functional area within a department or have a minimal effect on students or employees.

FREEDOM OF ACTION: Very general supervision. Interpretation of work policies and procedures, and, at times, deviation from standard work practices.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA