Public Events Manager

University of California, Los Angeles
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Class Specifications - D.25
Principal Public Events Manager - 6311
Senior Public Events Manager - 6312
Public Events Manager - 6313
Assistant Public Events Manager - 6314

SERIES CONCEPT

Public Events Managers coordinate, plan, perform, supervise or assist in a variety of tasks involving the staging of public events which take place in large capacity arenas, outdoor amphitheaters, auditoriums, theaters and lecture halls. Incumbents plan physical presentation aspects and execution of stage events; cost and supervise construction of stages, staging, scenery, and other scenic, lighting, and sound effects; develop procedures to improve production cost control of materials, methods of set construction, and the training and scheduling of work crews and crowd management staffs; supervise personnel in the management of audiences; and perform other related duties as required.

Incumbents are typically assigned responsibility for safety of operations; adherence to fire regulations; storage and security of equipment and facilities; general cleanup of performance areas; replacement of furniture, chairs, and other equipment; return of all materials and equipment; general restoration of all spaces and facilities to their normal mode; and execution of all appropriate reports on operations.

CLASS CONCEPTS

**Principal Public Events Manager**

Under direction, Principal Public Events Managers manage the production aspects of a large and complex performing arts program for a campus; prepare department annual budgets; coordinate and modify production schedules within budgetary limits; and provide for safety, comfort and welfare of audiences, performers and technicians.

**Examples of assignments allocated to this level of difficulty and responsibility are as follows:**

Plans and coordinates staging of instructional and related drama and music programming, community service and student-sponsored programs, and community group-sponsored programs, insuring availability of necessary equipment.

Maintains and updates master campus calendar of events.

Arranges for adequate staffing of rehearsals and performances, and provides technical assistance in lighting, set design and construction, staging and sound projection.
Interprets and applies fire and safety regulations and policies governing use of University equipment and supplies.

**Senior Public Events Manager**

Under general supervision, Senior Public Events Managers coordinate major theatrical productions, ceremonies, extravaganzas, plays and symphonies; represent the University before local, state, and federal agencies on matters of staging the appearance of performers; and provide accommodations or other campus facilities for motion picture, television and recording companies.

**Examples of duties allocated to this level of difficulty and responsibility are as follows:**

Serves as liaison with campus and city police and other officials in the production of rock music concerts with potentially explosive audiences.

Revises budget, stage, sound and lighting specifications after discussion with producers and other Public Events Managers.

This level is distinguished from lower level Public Events Managers by the complexity, variety, and number of concurrent events for which the incumbent is assigned full staging responsibilities and by the continuing responsibility for scheduling, ordering services, personnel, materials, and equipment for major events.

**Public Events Manager**

Under supervision, Public Events Managers coordinate the production of established events or those events which are part of a series of productions which do not differ significantly during a season; supervise the staging of public events, stage crews and related personnel; and represent the University at assigned events.

**Examples of assignments allocated to this level of difficulty and responsibility are as follows:**

Orders services, personnel, materials and equipment in the production of minor public events, or assists in the staging of complex events.

Performs maintenance on equipment such as electrical control boards, stage rigging, power tools and draperies.

Although incumbents at this level assume total technical and operational authority and responsibility for assigned events, the staging criteria are well established. There is less contact with producers at this level than at higher levels.

**Assistant Public Events Manager**

Under close supervision, Assistant Public Events Managers assist in the presentation of large productions; supervise the production of small events; and assist in the preproduction evaluations as required.
Examples of duties allocated to this level of difficulty and responsibility are as follows:

Supervises house staff and stage crew at minor public events, such as lectures, chamber music concerts, and small plays.

Assists in the execution of stage events, including construction, lighting and striking operations.

There is typically little contact with producers at the Assistant level.

MINIMUM QUALIFICATIONS

Principal Public Events Manager

Graduation from high school and four years of experience in theatrical work, including at least three years of supervisory and one year of managerial experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Public-Events Manager

Graduation from high school and three years of experience in theatrical work, including at least two years of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Public Events Manager

Graduation from high school and two years of experience in theatrical work, including at least one year of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position;

Assistant Public Events Manager

Graduation from high school and one year of experience performing the duties of a class equivalent to Scene Technician or Wardrobe Technician; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.