



Job Description

Job Title: House Head
Department: Production
Reports To: Technical Director
FLSA Status: Full-time; Exempt

About the Tobin Center for the Performing Arts

The Tobin Center is San Antonio's premier cultural arts center, dedicated to driving meaningful community change through world-class entertainment, supporting local performing arts, and ensuring accessible arts education. Our state-of-the-art facilities attract diverse audiences with stunning architecture, exceptional acoustics, and a flexible 1,750-seat H-E-B Performance Hall, a 259-seat Carlos Alvarez Studio Theater, and the scenic Will Naylor Smith River Walk Plaza. Beyond our main venues, our campus includes an Administration Building, the Tobin Garage and the "Shirt Factory Building". We also operate Tobin Entertainment LLC, which promotes quality entertainment nationwide, generating vital support for our local programs.

Our Culture

At The Tobin Center, we aspire to be an organization with a **culture of excellence** that attracts and retains the best in the business. Our success is only possible because of our people—a team of passionate professionals dedicated to making a positive impact on our community.

We are committed to creating a **supportive workplace with open communication** where all are treated with dignity and respect, and all voices are heard. **Innovation and collaboration** are at the heart of how we work, driving success through shared ideas and clarity of purpose. We encourage **personal and professional growth** in an eclectic and inclusive workplace that values hard work, initiative, and fun. We assume the best in one another, **cultivating trust and inclusiveness** as we grow together. We embrace a culture of **challenging the status quo**, empowering our people to take risks to achieve our mission.

The Opportunity

Reporting to the Technical Director, the House Head will maintain the quality and integrity of stage and related elements for Tobin Center productions, presentations, and rentals, and will sustain a working understanding of the theatre and its procedures and equipment. This position will involve aspects of all departments (Electric, Carpentry, Audio, Props, and Wardrobe). As the

position involves the running of shows, the employee will work evenings and over 40 hours per week, especially during load-in, technical rehearsals, and load out.

What You'll Do

- Maintaining quality and function of all equipment on a daily basis;
- Act as lead of crew;
- Execute and maintain all systems as directed by the Technical Director;
- Responsible and accountable during load-in, creation or changes to the show;
- Supervise the crews and oversee the department needed based on the show;
- Install and maintain items and elements for resident companies and tours;
- Liaise with all departments for the safe installation and operation of all elements;
- Maintain a flexible schedule for work calls, special events, rehearsals, training, maintenance, and evening show performances; and
- Complete all other duties as assigned by Technical Director.

What You'll Bring

The ideal candidate will have Bachelor's Degree in Theatre or equivalent professional experience.

Physical / Mental Activities, Requirements and Demands commonly associated with the Performance and Functions of this job.

- Employee must be able to lift 75 + pounds unaided and have a full range of motion;
- Standing, walking, sitting for prolonged periods of time; reaching, stooping, bending, kneeling, navigating stairs, climbing ladders, hand and finger dexterity, clear speech, hearing / listening, crawling through small spaces;
- Hand and Finger Dexterity, Clear Speech, Hearing/Listening;
- Clarity of Vision with the Ability to Bring Objects into Sharp Focus; Color Perception;
- Reading and Writing; Clerical, Basic Math and Analytical Skills; Judgment, Problem Solving, and Decision Making;
- Ability to operate assigned office equipment and to adhere to all safety guidelines;
- Intense concentration over extended periods of time that can include frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of this position which must be recognized and successfully managed.

Work Environment:

- Indoor and outdoor staged events and working areas. Live entertainment, working hours including but not limited to evenings, weekends, and holidays. Exposure to computer screens.

Performance Competencies

- Leadership – Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- Initiative – Level of interest in role development, degree of motivation, and willingness to improve performances and increase job knowledge.
- Judgement – Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor. Discretion in handling confidential material.
- Communication Skills – Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Presentations are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Handles confidential information with discretion.
- Planning and Organization – Ability to schedule workload, set priorities, and manage time to complete assignments and fulfill responsibilities.
- Management of Resources – Ability to use time, money, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- Client Focus - Interaction with internal and external customers. Requires putting yourself in the client's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the client is satisfied.
- Teamwork – Ability to interact and develop relationships with co-workers, give and receive construction input, contribute ideas and viewpoints, adapt to changing circumstances and expectations, and commitment to understand and remedy interpersonal conflicts.
- Technical Knowledge – Individual's ability to demonstrate the specific skills necessary to the position using procedures, tools and equipment necessary to accomplish work.
- Work Habits – Demonstrate commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.

- Creativity – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- Business & Organization Knowledge – Having knowledge of the Tobin’s business involves understanding our industry and how the incumbent’s position and knowledge play an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.

Machines, Tools, Equipment and Work Aids: Representative but not all inclusive of those commonly associated with this position are computer, printer, copier, hand radio, and telephone.

Communication:

An Application for Employment must be filled out to be considered for employment. The Tobin Center Application may be found at www.tobincenter.org under the “About” tab. Please send an availability schedule and resume in addition to your application.

Mail Application to The Tobin Center Administrative Offices at:

115 Auditorium Circle
San Antonio, TX 78205
Attn: LuAnn Stidham