

**PERFORMING ARTS PRODUCTION COORDINATOR**

**DEFINITION**

Coordinates and oversees the technical support of college dance, theater and musical productions, as well as special events, lectures, forums, and community events held on campus. This includes the design and execution of scenery, lighting, audio, and staging, rigging and striking of equipment. Provides technical direction, as well as stage and production management for performances.

**SUPERVISION**

Supervision is received by the Executive Vice President of Instruction or designee.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Coordinates and provides work direction to the technical support of college dance, theater and musical productions.

Coordinates and provides work direction to the technical support of special events, lectures, forums, and community events held on campus.

Ensures the success and professional quality outcome of college-wide and community productions.

Designs, builds and provides scenery, lighting, audio, staging, rigging and striking of equipment. May build custom furniture as needed.

Provides technical direction, as well as stage and production management for performances.

Regularly conducts production meetings; plans and schedules technical work of each production with technical staff for approval by the production manager and faculty director.

Maintains, repairs and remodels venues and support facilities within prescribed guidelines.

Coordinates the rental of college venues for productions and meetings held by off-campus groups.

Administers payroll reports and timesheets, as well as assists in the preparation of performance evaluations for performing arts staff.

Makes recommendations of budget expenditures within the Division.

Serves as liaison for the Theater Arts department with Faculty, Administration, ITS, Facilities, Purchasing, Accounting and Payroll.

Research, define, develop, and ensures all safety and procedural rules for the performing arts staff.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of set, lighting, sound, prop and special effects design.

Maintenance procedures for a performance facilities and equipment.

Scenic and structural rigging and striking.

Drafting and blueprint making.

Advanced electrical theory, intermediate electronic theory.

Intermediate digital communications used in theatrical equipment.

CAD, calendar making, audio editing and 3-D rendering computer software.

### **Ability to:**

Create designs, blue prints and other drawings and use a variety of wood and metal working tools in the creation of sets, lighting, sound props, and special effects.

Use and repair a variety of Performing Arts equipment, build custom furniture.

Oversee and assist in the maintenance of all Performing Arts facilities and equipment.

Enforce all safety rules and fire regulations throughout the Performing Arts facilities and with technical staff.

Serve as liaison between the college staff and community organizations.

Understand budgetary regulations as they apply to expenditures within the Division.

Keep accurate account of work schedules and payroll records.

Operate a camera in relatively dark performance venues.

Utilize a Mac and PC at an intermediate-level.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Bachelor's degree in Theater Arts or related field from an accredited college or university or the equivalent.

Three years of paid technical lead work experience in a performing arts environment.

### **License Requirements:**

Ability to obtain a valid California driver's license.

**EMPLOYMENT STANDARDS** (continued)

**Desirable Qualifications:**

Previous paid technical lead work experience in a college performing arts environment.