



**Classification Title: Performing Arts Audio/Video Production Coordinator**

<b>Department:</b>	Performing Arts	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	25
<b>Supervision Received From:</b>	Manager, Performing Arts Production	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Independently coordinates and provides highly technical audio and video services to the Performing Arts Department for dance, music and theater productions; works with technical theater students to supplement classroom and lab studies.

**DISTINGUISHING CHARACTERISTICS.**

The Performing Arts Audio/Video Production Coordinator is distinguished from Manager, Performing Arts Production by the former's responsibility for providing audio and video services and for training students in the technical operations of the theater, while the incumbent in the latter class is responsible for planning, managing and coordinating all aspects of the District's Performing Arts productions.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides audio and video design and support for theater, dance and music productions as well as other performances and events of the Performing Arts Department; determines audio, video and recording needs for each production; investigates, diagnoses and resolves technical problems and malfunctions.
2. Designs, installs, sets up and operates a wide variety of audio-visual equipment, including multi-component sound systems, recording equipment, video equipment, special effects devices and projection sources to support productions and events.
3. Acts as sound designer for theatrical productions and other events and performances; uses sound cues from sound effects libraries or creates original sound effects using appropriate software, synthesizers and various other audio sources; edits composed and remixed music for dance productions; designs and programs music, video and sound effects in show control software for playback.
4. Records and archives music events, both audio and video; maintains recordings and sound effects archive; digitally distributes the District's Concert Hour series and other recorded performances.
5. Troubleshoots, maintains and makes repairs to audio and video equipment and their subcomponents using various hand and power tools; tests acoustic aspects of performance spaces and installs acoustic treatments as necessary; maintains production computers including software and hardware installation and upgrades; installs, maintains and repairs backstage and lobby monitors and communication systems.

6. Designs and installs complete audio systems for Performing Arts productions when appropriate.
7. Advises higher-level departmental personnel regarding appropriate equipment upgrades or additions and installs equipment and modifications; identifies department's computer hardware and software needs for audio and video productions and obtains approvals for purchase.
8. Provides training and work direction to student workers and volunteers in all aspects of production including audio and lighting consoles; ensures safety awareness of staff and that safe practices are followed; monitors work for completeness, accuracy and conformance with District/departmental standards.
9. Operates the Performing Arts Department recording studio.

**Marginal Functions:**

1. Oversees students and short-term employees during rehearsals and performances; sets up and strikes audio and video equipment, staging, chairs and music stands, orchestra shells and lighting equipment; functions as stage manager for music productions; acts as point of contact for performers, technicians and house staff.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of increasingly responsible experience in audio recording, sound reinforcement and the operation and management of modern audio and video recording, processing and playback equipment.

**Education:** Equivalent to completion of the twelfth grade supplemented by college-level coursework from an accredited college or university in audio recording, theatrical production or a related field.

**Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**Preferred Qualifications:**

1. Experience in audio recording, sound reinforcement and coordination of modern audio and video recording, processing and playback equipment in a theater production environment.
2. An associate's degree from an accredited college or university in audio recording, theatrical production or a related field.

**Knowledge of:**

1. Complex audio and video production devices and equipment, including digital mixing consoles, signal processors, microphones, amplifiers and speakers.
2. Audio electronics and sound system design and functions including network-based audio/video solutions.
3. Studio recording equipment, systems and operating techniques.
4. Operational characteristics of audio recording and sound reinforcement systems.
5. Physics of sound and acoustic behavior of musical instruments and voice.
6. Lighting console functions and operations.
7. Staging systems, risers and orchestra shells and how to safely set them up for performers and audiences.

8. Methods and techniques of sound and video equipment maintenance and repair.
9. Occupational hazards and standard safety practices in a theater setting.

**Skill in:**

1. Performing a wide variety of live audio, video, projection and studio recording tasks.
2. Using audio-visual related software.
3. Capturing and distributing high quality audio and video signals.
4. Reading and understanding stage plots and diagrams.
5. Creating custom sound effects.
6. Operating a variety of audio/video production and related equipment in a safe and effective manner.
7. Modifying or upgrading equipment components to fulfill specialized needs.
8. Coordinating audio-visual needs for rehearsals and performances.
9. Overseeing and training lower-level staff.
10. Understanding, interpreting, applying and explaining technical requirements with applicable safety regulations.
11. Troubleshooting problems in high-stress and time-sensitive situations.
12. Communicating clearly and effectively, both orally and in writing.
13. Exercising sound, independent judgment within established guidelines.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The incumbent works in a college theater or sound studio where the noise level is frequently loud; works with electrical equipment with the risk of electrical shock. Works occasionally with welding equipment.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to repetitively use hands to finger, handle, feel or operate computers or controls; reach with hands and arms; climb a ladder and occasionally work in high, precarious places; regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. This position is required to work shifts outside of the traditional Monday-Friday work week. Requires operation of District vehicles.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.