



Classification Title: Performing Arts Technical Coordinator

Department:	Performing Arts	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	Dean, Arts, Media and Business Admin	Date of Origin:	5/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2023

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.

Coordinates and provides a variety of technical theater services for the Performing Arts department relative to dance, musical, and theatrical productions; serves as stage manager for assigned productions.

DISTINGUISHING CHARACTERISTICS.

The Performing Arts Technical Coordinator is distinguished from the Performing Arts Technical Direction Specialist position in that the former classification is responsible for all lighting, audio, video, and stage operations during rehearsals, setup for shows, and performances, whereas the latter classification maintains the scene shop and portions of the Performing Arts Complex while assisting in technical theater classes and engineering scenery and other stage fixtures.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Coordinates and provides technical support for Performing Arts department rehearsals, performances and other events; sets up and operates theatrical equipment; assists in ensuring the safe and proper maintenance of stage, backstage, and scene shop areas.
2. Oversees program scheduling and performance calendars; assists with planning and coordinating the operations of all Performing Arts venues on campus; secures outside venues.
3. Schedules the use of Performing Arts venues for non-instructional functions and community users; coordinates directly with users to determine the suitable venue, location availability, technical requirements, and proper staffing; estimates costs and provides appropriate documentation to ensure accurate invoicing.
4. Provides oversight for Performing Arts Department productions; serves as stage manager or assists in troubleshooting technical issues for various Performing Arts and non-departmental events as assigned; calls cues; assists in the creation of run sheets; coordinates production crews and stage performers, including communicating call times and duties; attends rehearsals to ensure the proper execution of scenic, lighting, and audio-visual elements of productions; ensures that technical aspects of the production are conducted safely and in accordance applicable laws and regulations; secures performance venues after performances.
5. Analyzes the need for equipment, supplies, staff, and services; recommends changes and upgrades of production equipment and procedures to enhance and improve the production/performance environment and venues on campus; collaborates with faculty and staff to enhance the learning opportunities and environments for Performing Arts students and to integrate performances into the academic program.

6. Consults with facility users and directors of all Performing Arts venues to determine technical requirements of a scheduled production; subsequently, determines appropriate level of support for each event; determines and assigns appropriate technicians and stage crew.
7. Constructs and rigs scenic elements, including multi-level scenery, overhead scenery, and props for use during productions; reviews and interprets scenic designs, computer renderings, drawings, and other schematics; operates a variety of hand and power tools in accordance with applicable health and safety laws and regulations.
8. Provides theatrical lighting support for performances and events; assists in creating and reviewing lighting plots; rigs and hangs lighting equipment; creates lighting looks; programs lighting consoles; operates lights during performances and events.
9. Provides audio support for Performing Arts productions including operating audio consoles, recording, and editing equipment and software; sets up and patches microphones, speakers and other audio equipment; programs and operates show control software; operates video projection equipment and software.
10. Assists, trains, and supports faculty, staff and students on the proper and safe use of lighting, audio, and video equipment.
11. Oversees and trains assigned short-term and student employees and student lab crews; plans, assigns, schedules and oversees their work during rehearsals, performances, and other activities, ensuring that their work is performed in a safe and effective manner.

Marginal Functions:

Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/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 technical theater experience, including scenic construction and/or the operation of lighting and audio equipment.

Education/Training: Equivalent to an associate's degree from an accredited college or university in technical theater, stagecraft, or a related discipline.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Scenery construction principles, techniques, methods, equipment, and related software.
2. Theatrical lighting, audio, and video design, installation, and operations principles, methods, equipment, and related software.
3. Stage management principles and practices.
4. Pertinent federal, state and local codes, laws and regulations, including California Health and Safety Code and Occupational Safety and Health Administration (OSHA) regulations.
5. Public and community relations principles, including the use of tact, patience, and courtesy.
6. Modern office procedures, methods, and equipment including computers and applicable software programs.
7. Basic mathematical principles.
8. Proper English usage, spelling, grammar, and punctuation.

Skill in:

1. Constructing and rigging scenery according to drawings or other renderings.

2. Creating lighting plots for theatrical productions, hanging lighting equipment, programming and controlling automated lighting fixtures, and programming lighting consoles, including related software.
3. Setting up and operating audio equipment, including recording, editing, and playback equipment, and related software.
4. Setting up and operating video projection equipment, playback devices, and related software.
5. Stage management, including troubleshooting issues with various aspects of technical theater production.
6. Overseeing the work of others, including training.
7. Applying pertinent federal, state and local codes, laws and regulations.
8. Operating office equipment including computers and applicable software programs.
9. Communicating clearly and concisely, both orally and in writing.
10. Establishing and maintaining effective working relationships with those contacted in the course of work.
11. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: Theater, scene shop, and classroom environment; indoor and outdoor work; exposure to loud noises, electrical energy, fumes, airborne particles, and computer screens; risk of shock and electrical hazards; work on ladders and aerial lifts in high or precarious locations, and on wet, slippery, and/or uneven surfaces; limited lighting conditions; extensive contact with faculty, staff, students, and the public.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for walking, standing, stooping, kneeling, bending, crouching, and sitting for extended periods of time; lifting or moving 50 pounds or more; driving District vehicles; operating forklifts and aerial lifts; hearing to operate sound equipment and distinguish between alarms and the normal operating sounds of equipment; and visual acuity to monitor and operate equipment.

TERMS OF EMPLOYMENT.

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