

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE O
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

THEATER PRODUCTION COORDINATOR

BASIC FUNCTION

Responsible for the design, construction, and implementation of stage infrastructure for productions at the District's performing arts facilities; production types include, but are not limited to, plays, musical events, ballets, graduations, and lectures; acts as liaison between the production scenic designer, director, properties designer, and skilled trades workers (carpentry and electrical) on the development and implementation of stages for specific productions

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in theater technical support operations. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to evaluate and make determinations on the technical aspects of staging construction for the District's performing arts venues. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Assists in developing performance programs and coordinating performances at the District's performing arts venues; coordinates stage and infrastructure construction activities with all stakeholders such as designers, directors, skilled trades workers, and interns or part-time technicians.
2. Oversees and assists with scenic design, construction, and lighting; assists scenic designer with development of scenic design for productions, including redesign of rented scenery to accommodate existing facility.
3. Performs painting and set decoration, as needed; procures and coordinates scenery and technical aspects including set construction and implementation.
4. Transfers scenic drawings and renderings into "working" drawings for construction; estimates and places material orders as needed for construction of scenery, at the request of the appropriate manager; prepares requisitions for purchase orders.
5. Operates lighting and sound mixing equipment at assigned productions in multiple performing arts centers.
6. Plans and implements auditorium repairs and maintenance, as well as basic maintenance of stage, shop, and backstage areas; performs basic electrical and solder repair work.
7. Plans and implements remodels and upgrades of assigned performing arts center, under the direction of the appropriate manager; places orders to purchase maintenance and capital supplies.
8. Coordinates rental of District scenery to other organizations.
9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operational characteristics of staging used in a diverse range of productions in multiple performing art venues.
2. Theater safety rules and regulations.
3. Stage construction methods and techniques.
4. Methods and techniques of developing and interpreting theatrical blueprints, drawings, and schematics, including those for construction, electrical, and acoustical purposes.
5. Best practices in the development of safe stage venues.
6. Principles of theatrical lighting and acoustics for multiple types of facilities.
7. Proper microphone setup and wiring practices.
8. Basic electrical and electronic principles.
9. General purchasing policies, rules, and regulations.
10. Mathematical principles.
11. Proper setup of stage lighting fixtures.

Ability to:

1. Coordinate the construction and tear-down of theatrical production sets.
2. Operate digital and analog sound mixing consoles and digital lighting consoles.
3. Lay out and estimate costs for labor and/or materials for assigned productions.
4. Coordinate stage construction operations with all stakeholders.
5. Ensure the development and construction of safe and aesthetically pleasing stages for multiple types of productions.
6. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
7. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
8. Exercise independent judgment within general policy and procedural guidelines.
9. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Communicate effectively in the course of performing work tasks.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate degree with coursework in multimedia and television or film production, or a related field, and four (4) years of experience as a theater technical director with emphasis on the technical aspects of stage construction and development; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a theater environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment; and vision to inspect and operate equipment. The job involves frequent walking in operational areas to identify problems or hazards, which may include working with electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 35 pounds or heavier weights up to 50 pounds, with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a theater environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.