

## **THEATER TECHNICAL COORDINATOR**

### **BASIC FUNCTION**

Responsible for the technical development and production of performing arts productions and Performance Riverside shows and events, including, but not limited to, plays, musical events, ballets, graduations, and lectures; assists in the design and implementation of theatrical scenic elements; maintains the shop and other backstage work areas; and maintains the Performance Riverside website.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of performing arts productions at the District's venues. Employees at this level exercise judgment and initiative in performing the work, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Designs and constructs performing arts and Performance Riverside theatrical elements, including scenic designs, prop designs, and lighting for productions, projects, and special events; schedules and coordinates events for Landis Performing Arts, COIL School for the Arts, and off-site venues; serves as Technical Director of Performance Riverside productions as assigned by the producing artistic director.
2. Designs and maintains elements of the Performance Riverside website and social media accounts.
3. Supports the technical interface between the box office ticket system and the website.
4. Assists the Theater Production Coordinator in all areas of construction in the workshop; hangs, focuses, and operates theatrical lighting equipment; puts in place theatrical system rigging devices; paints and provides set decorations and props; develops special effects; sets up choral and/or platform risers; picks up set pieces, lumber, paint, or any other needed supplies to build shows for assigned productions.
5. Researches, recommends, and gathers bids for stage equipment purchasing decisions.
6. Assists the scenic designer/director with development of lighting design for productions, including redesign of rented scenery or redesign of light plot to accommodate the limitations of performing arts venues; hangs and focuses lighting, masking curtain, and set pieces for events.
7. Coordinates the safe installation and use of the department's large LED display which includes overhead rigging, cabling power and data, programming the video processor, and setting up the presentation software/hardware.
8. Performs general electrical maintenance for all stage lighting, LED display equipment, and special effects equipment; inspects and repairs all audio cables and maintains wireless microphones and other audio equipment; maintains and organizes the storage space for stage equipment, tools, and scenery.
9. Assists the stage lighting class by demonstrating the proper use and care of lighting consoles, moving fixtures, and related lighting fixtures and equipment.
10. Provides administrative reports and documentation for shop inventories and budget.
11. Participates in District-provided in-service training programs.
12. Performs 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 lighting and sound equipment used in a diverse range of productions in multiple performing art venues.
2. Methods and techniques of reading and interpreting theatrical blueprints, drawings, and schematics for electrical and acoustical purposes.
3. Principles of theatrical lighting and acoustics for multiple types of facilities.
4. Operational characteristics of theatrical rigging devices.
5. Proper microphone setup and wiring practices.
6. Basic principles of electrical maintenance for stage lighting and special effects equipment.
7. Basic electronic principles.
8. Web programming languages (HTML, PHP, JavaScript).
9. Micro controllers and their programming languages (C, C++, Python).
10. Graphic design and graphic design software.
11. Computer aided drafting (CAD) design and 3D Modeling software.
12. Video editing and audiovisual (AV) presentation software.
13. Purchasing policies, rules, and regulations.
14. Mathematical principles.
15. Safety principles and practices.
16. Proper stage lighting fixture setup.
17. Technical abilities in utilizing web and social media platforms.

### **Ability to:**

1. Assume responsibility for operating a lighting console or an audio mixing board.
2. Quickly troubleshoot, resolve, and address any lighting, video, acoustical, or scene related issues which arise during production events.
3. Assess and repair audio and lighting equipment.
4. Build and edit sound effects or music using computer software programs.
5. Build and edit graphics for use in video content, theatre design, or web design.
6. Run performance rehearsals and perform setups in multiple venues.
7. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
8. Use tact, initiative, prudence, and 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's degree and five (5) years of increasingly responsible experience as a theatrical technician; 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 movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools; 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 25 pounds or heavier weights up to 50 pounds, with the use of proper equipment and/or assistance from other staff.

The 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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.