

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Performing Arts and Development, plan, organize, schedule and coordinate Performing Arts Center (PAC) facility operations, events and performances, and the use of technical and non-technical equipment for productions; coordinate productions with event representatives in order to prepare for facilities requirements; ensure proper maintenance and working condition of PAC equipment for full technical operations; hire, train, schedule and provide work direction to PAC technicians, students and non-student technical and house support staff.

REPRESENTATIVE DUTIES:

Plan, organize, schedule and coordinate Performing Arts Center (PAC) facility operations, events and performances, the use of technical and non-technical equipment, and the scheduling of personnel for productions; design appropriate lighting, sound and stage equipment. *E*

Coordinate or assist with the coordination of productions with event representatives in order to prepare for facilities requirements; plan, organize and ensure staff support, lighting, sound, stage and other technical requirements of production can be met by the PAC Center. *E*

Provide direction for event staffing and box office coordination; interview, hire, train, schedule and direct PAC technicians, students and non-student technical and house support staff; approve time sheets and complete performance evaluations and other documentation related to students and student workers. *E*

Perform technical design, installation and maintenance of lighting, sound and communications systems and provide technical guidance related to these systems for the PAC Center; inspect and perform equipment and system maintenance and refurbishing as needed, including lamp, dimmer system and cable repair; replace rigging and electrical cable; repair and refinish stage surface; inspect for and correct safety hazards. *E*

Provide technical guidance and input into the technical operation of the PAC Center; ensure proper maintenance and working condition of PAC equipment for full technical operations; confer with users for technical requirements and recommend alternatives as necessary. *E*

Prepare PAC Center for performances, setting and focusing lights, setting up the sound system and stage sets; program lighting computer to ensure proper timing of lights. *E*

Performing Arts Center Coordinator - Continued

Maintain and repair Center equipment; replace lights and electrical cable; perform repair of electronic and electrical equipment using electrical testing equipment; ensure safe and proper operation of electrical equipment, cables and other related equipment. *E*

Prepare and maintain a variety of records and reports such as performance reports, safety, hiring forms, time sheets, purchases and inventory updates, supply orders, student worker and technical schedules; account for box office receipts and transfer monies to appropriate personnel. *E*

Coordinate and participate as a member of stage crews for performances; coordinate the setting of stage props, lights and audio; re-set stage for next event. *E*

Operate a variety of technical equipment and tools, including digital and analog audio equipment, mixing console, signal processing devices, amplifiers, recording equipment, computer control board for lighting, electronic testing equipment, soldering equipment, air compressor, stage rigging, pneumatic lift and tools, audio-visual equipment, and hand and power tools. *E*

Communicate with Theater Arts Department staff to coordinate productions, student workers and other issues related to the PAC Center operations. *E*

Research, discuss and recommend new equipment and other purchases for the PAC Center; submit to appropriate personnel for approval and signature.

Develop, update and implement facility operational guidelines, standards, policies and procedures; update promotional materials for the PAC.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances.

Policies, objectives and procedures of assigned PAC program and activities.

Design, operation and maintenance of technical lighting and sound equipment and systems.

Principles and practices of sound reinforcement, acoustics and equalization.

Electronics, stage equipment and rigging, and audio-visual media.

Principles of backstage operations coordination.

Computerized and manual stage lighting control systems.

Operation of personal computer and various software applications, including word processing, DOS, and CAD software.

Principles of training and providing work direction.

National Electrical Code, the ADA, OSHA standards and regulations, and Injury Prevention Plans laws and requirements.

Performing Arts Center Coordinator - Continued

Safety precautions and procedures in the theatrical trade.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Inventory methods and practices.

ABILITY TO:

Provide technical guidance and input into the technical operation of the PAC Center.
Coordinate or assist with the coordination of productions with event representatives.
Plan, organize and schedule the use of technical and non-technical equipment used in a theatrical setting such as lighting, sound and stage equipment.
Develop work schedules for staff.
Research and requisition equipment and supplies according to established procedures.
Safely operate and maintain technical theatre tools and equipment.
Design and construct specialized stage and theater equipment.
Fabricate structure with wood, metal, plastics and other materials.
Read and apply legal requirements of the Americans with Disabilities Act as it applies to facility access.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Effectively work with large crowds and young children.
Analyze situations accurately and adopt an effective course of action.
Prioritize and schedule work.
Hire, train, schedule and direct technical and house support staff.
Perform maintenance and repair of theatre equipment and ensure safe and proper operation.
Maintain records related to assigned duties.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Technical Theatre or Electronics with course work in sound and lighting systems and components, electrical code and OSHA and three years increasingly responsible and related technical theater and production experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing Arts Center Coordinator - Continued

Indoor Environment:

While performing the duties of this job, the employee is regularly required to lift, carry, push or pull objects weighing 50 pounds or more. Position requires dexterity of hands and fingers to operate a variety of hand and power tools, climbing stairs and ladders, working at heights on scaffolding, hoist lifts, or catwalks, and in cramped or restrictive work chambers, stooping, crawling, twisting/turning, reaching overhead, above the shoulders and horizontally, standing for extended periods of time, speaking to communicate with students, and seeing to observe the proper performance of students and the placement of stage sets. While performing the duties of this job the noise level in the work environment is usually moderate to loud.

Incumbents are exposed to high voltage, paint fumes, chemical solvents for electrical contacts and contact with abusive individuals.

Performing Arts Center environment; subject to large unruly audiences.