



## **PERFORMING ARTS CENTER COORDINATOR**

### **DEFINITION**

Under direction, plans, organizes, coordinates, and provides oversight for the technical support operations at the Performing Arts Center (PAC); schedules facility rentals, events and performances; coordinates technical theater support operations, including rigging, audio, lighting, and staging; performs preventative maintenance, emergency troubleshooting, and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, patrons, and community groups; provides technical and specialized assistance to management; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to assigned staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently coordinating and implementing the PAC's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure theater and event productions' efficient and effective operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Oversees, coordinates, and participates in the PAC day-to-day operations and facilities usage; determines set, design, equipment, lighting, and sound needs for productions; plans and oversees use of stage lights, scenery, audio, and other equipment.
- Plans, organizes, schedules, and coordinates the use of PAC facilities and maintains the master calendar.
- Provides technical and functional direction to assigned technical theater support staff; assists in the recruitment and selection of staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work; provides input to performance evaluations.
- Plans, schedules, prioritizes, and assigns work to regular staff, hourly employees, and student workers; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities.
- Acts as District technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities for PAC operations and services; gives tours to potential renters; orients facility renters to technical characteristics and other areas of facility operations.
- Operates and maintains a variety of technical equipment and systems, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.

- Assists with the preparation and control of production budgets; estimates costs, and orders supplies and materials; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; and monitors expenditures.
- Responds to requests for information and complaints to ensure an expedient and satisfactory resolution.
- Monitors use of the PAC by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Monitors and evaluates the effectiveness of the PAC operations, activities, and events and recommends improvements or modifications, including classrooms and facilities.
- Plans, modifies, and updates the facility and equipment during non-production periods; schedules and performs preventative maintenance of tools, equipment, and facilities needed for successful stage productions.
- Performs technical design, installation, and maintenance of lighting, sound, communication, multimedia, and rigging systems and provides technical guidance related to these systems for the PAC; inspects and performs equipment and system maintenance and refurbishing as needed; inspects for, and corrects, safety hazards.
- Researches, discusses, and recommends new equipment and other purchase for the PAC; submits requisitions to appropriate personnel for approval and authorization.
- Prepares and maintains a variety of records and reports.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensures staff comply with District and mandated safety rules regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced fundamentals of theater, stage management, and backstage operations coordination.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Principles of providing functional direction and training.
- Basic principles of budget development and monitoring.
- District purchasing policies and procedures.
- Design, operation, and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Procedures for planning, implementing, and maintaining a variety of technical theater activities through collaboration with the community and patrons.
- Principles, practices, and methods to construct, erect, and place various types of stage sets, backdrops, and props.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards, safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Principles and procedures of recordkeeping.
- Principles and practices of preparing reports and business correspondence.
- Business mathematics.
- Proper storage and care of equipment and tools.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff,

faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, oversee, coordinate, review, and evaluate PAC operations, activities, and use.
- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Perform technical design, installation and maintenance of lighting, sound and other technical systems.
- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Perform skilled stage carpentry, scenic design, lighting design, and/or audio design.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business mathematical computations.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to an associate degree with major coursework in technical theatre production, staging, lighting design, electronics, sound systems, or a closely related field.

Experience:

- Five (5) years increasingly responsible experience in technical theater production with specialized skills in lighting, sound systems, staging or backstage operations, two (2) of which should be in a lead capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office equipment, and/or theater equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as objects, tools, and controls. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; and push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office as well a theater environment and are exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.