CLASS SPECIFICATION  
Auditorium Technical Coordinator

FLSA Status: Non-Exempt  
EEOC Job Category: Professionals  
Union Representation: Represented

GENERAL PURPOSE
Under general direction, manages, coordinates and provides technical direction and support for the District’s theater, dance and music department productions; prepares and maintains an annual calendar of events for the District’s performance facilities; oversees and ensures the proper maintenance and upkeep of the District’s performance facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Auditorium Technical Coordinator is responsible for planning, managing and coordinating all aspects of theater, dance and music department productions in the District’s performance facilities, including physically assisting in set and prop design and construction, hanging and focusing set and stage lighting and sound, video and costume activities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

2. Plans, manages, coordinates, oversees and provides technical direction for the District’s theater and dance department productions; provides advice and guidance on theater production elements; coordinates individual productions and supervises rehearsals, performances and the striking of sets; manages, coordinates, oversees and participates in set lighting, design and construction activities; oversees and helps develop sound, staging and video services for performances; oversees and assists in prop construction and costume shop activities.

3. Schedules and coordinates events and performances in the District’s performance facilities with District departments and staff, outside performing groups, community groups and the public; prepares and maintains annual calendar of events for the District’s performance facilities.

4. Oversees and ensures the proper maintenance and upkeep of the District’s performance facilities; makes recommendations on capital equipment purchases and necessary renovations; ensures proper maintenance and storage of stage equipment, sets, tools and hardware; orders equipment and supplies as necessary.
QUALIFICATIONS

Knowledge of:

1. General operations and activities of a theater or auditorium.
2. Coordination and management of performing arts productions.
3. Methods, equipment and materials used in performing arts productions.
4. Principles, practices and technical requirements of complex stage lighting and sound systems.
5. Proper operation and maintenance of specialized theater production equipment.
6. Stage craft and operation, including rigging, lighting, projection, carpentry, welding, painting and set construction.
7. Principles and practices of stage design and construction.
8. Basic electrical, electronic and mechanical principles applicable to stage equipment.
9. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
10. Safe work methods and safety regulations pertaining to the work.
11. Principles and practices of effective supervision.

Ability to:

1. Coordinate the daily activities and operations of a college theater.
2. Coordinate, oversee and provide technical direction for performing arts productions.
3. Read, understand and apply plans, plots, drawings, diagrams, blueprints, sketches and other stage directions.
4. Design sets, props and lighting.
5. Construct, paint and finish sets and props.
6. Understand, interpret, apply and explain technical requirements and applicable safety regulations.
7. Operate and maintain a variety of specialized theater production equipment.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with District management, staff, administrators, faculty, staff, the public and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in theater arts or a closely related field; and at least five years of progressively responsible experience in theater production, at least three of which were in a supervisory or lead capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, administrators, faculty, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a community college theater, and the noise level is frequently loud. The employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

Revised: May 20, 2013