Theater and Fine Arts Facilities Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the usage of Theatre and Fine Arts facilities; consult with individuals and outside organizations regarding contracting the use of facilities; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

1. Coordinate and schedule the usage and events in the Smithwick Theatre and other Fine Arts facilities.

2. Advise and consult with individuals and other organizations contracting the use of Fine Arts facilities; prepare contracts and invoices for the use of the Theatre and other Fine Arts facilities.

3. Interview, hire, train and provide work direction to casual employees including theatre technicians, ushers, box office staff and work-study students.

4. Create, develop and administer Fine Arts facilities and Box Office budgets.

5. Oversee the set-up and operation of lighting and sound equipment and staging for events; schedule and coordinate related activities.

6. Perform minor repairs and maintenance to equipment; refer major repairs to independent contractors as necessary.

7. Order and maintain supplies and equipment; order technical equipment as necessary.

8. Operate a computer, office equipment and a variety of equipment including sound amplification and mixing components, lighting control equipment, welders and various hand and power tools.

9. Prepare and maintain a variety of files, records and reports, including attendance, facility usage and others.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Coordination and management techniques of budgets, activities and events of a college theatre.

2. Methods, equipment and materials used in the technical operations of theatre production.

3. Technical aspects of field of specialty.

4. Operation and maintenance of specialized theatre production equipment.

5. Oral and written communication skills.

6. Interpersonal skills using tact, patience and courtesy.
7. Safety regulations and procedures.
8. Record-keeping techniques.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Coordinate the usage of Theatre and Fine Arts facilities.
3. Consult with individuals and outside organizations regarding contracting the use of Fine Arts facilities.
4. Monitor and maintain a variety of records and prepare reports.
5. Interpret and comply with technical requirements and applicable safety regulations.
6. Operate and maintain a variety of specialized theatre production equipment.
7. Plan and organize work.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor’s degree in theatre management or related experience and three years experience in theatre facility operations.

WORKING CONDITIONS:
ENVIRONMENT:
1. Indoor work environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate various theatre equipment.
3. Seeing to read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Climbing ladders to hang lighting fixture and rigging.
6. Lifting moderately heavy objects
7. Reaching overhead, above the shoulder and horizontally.
8. Bending at the waist, kneeling or crouching.

HAZARDS:
1. Working on ladders or scaffolding.

DATE APPROVED: MARCH 1, 1999
RANGE: N-52
EEO-CATEGORY: H-30