Coordinator, Theatre & Productions

FLSA Status: Non-Exempt
Pay Grade: 12
Job Title ID: 11102
Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Arts & Humanities Family

Reports To

Dean, Arts and Humanities

Job Purpose

To serve as Technical Director/Shop Foreman for all ACC drama and dance productions; serve as Facilities Manager for theatre spaces.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Maintains theatre facilities and all related equipment. Serves as theatre facilities Master Carpenter.
2. Coordinates the use of theatre facilities with various offices; ensures that all ACC and outside groups are familiar with College policies regarding the use of theatre spaces.
3. Ensures readiness of theatre spaces and coordinates use of space and equipment with relevant instructors.
4. Coordinates the construction of all Drama and Dance program sets and use of lighting equipment; oversees the strike of all sets and lighting.
5. Determines costs and purchases all materials, tools, and equipment that are required to support Drama and Dance programs.
6. Assists with monitoring departmental budget.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Set construction.
- Theatre space maintenance.
- Lighting equipment.
- General building and construction techniques.
- Equipment and machine repair and maintenance.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating the construction of theatre sets.
- Coordinating the use of theatre space and equipment.
- Maintaining theatre facilities and equipment.

- Determining costs and purchasing set production materials, tools, and equipment.

Computer Skills
Required
- Demonstrated proficiency using standard office software applications.

Physical Requirements
Required
- Occasional exposure to chemicals, moving mechanical parts, electrical current, working on ladders, scaffolding, and high places.
- Occasional exposure to fumes, odors, dusts, mists, gases, or poor ventilation.
- Occasional lifting of objects up to 100 pounds.
- Subject to walking, standing, sitting, kneeling, bending, stooping, reaching, climbing, and working with arms above head.
- Work is performed in a theatre environment.

Work Experience
Required
- Two years work experience as a foreman in theatre production.

Education
Required
- Bachelor's Degree in theatre production, set design, or a related field.

Safety
Required
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.