

Coordinator, State Theater School

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 20402

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Community Programs Family

Reports To

Director, Community Programs

Job Purpose

To oversee the day-to-day operations of the State Theater School of Acting.

Description of Duties and Tasks

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

Required

1. Develops schedule of classes each semester and maintains a link between the Theater School and ACC, monitoring students' registration and enrollments; and ensures that student records are accurate.
2. Promotes the Theater School programs and classes by maintaining a website; creating and sending fliers, posting a list of classes, and creating posters for Theater display.
3. Maintains facilities and equipment to include one office, two studio classrooms, and a rehearsal hall.
4. Maintains office, files, and equipment including scripts.
5. Recruits, selects, and hires instructors.
6. Ensures instructors' payroll is completed.

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

- Methods and techniques of marketing classes.
- Acting and coordinating a studio environment.
- Facilities management.
- Educational institutions functions and processes.

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.
- Overseeing an artistic program.
- Demonstrating acting techniques.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and advanced computer and design capabilities.

Physical Requirements**Required**

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office and classroom environment.

Work Experience**Required**

- Two years acting training/ work experience.

Preferred

- Work experience in office administration and/or marketing.

Education**Required**

- Bachelor's degree in related field.

Preferred

- B.F.A. in Acting, Performance; M.F.A. Classical Acting

Other**Preferred**

- Skill in running a video camera and/or editing film on computers.

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.