

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Properties & Outreach Specialist

BASIC FUNCTION: Under the supervision of the area Director, responsible for design, execution, and handling of all properties for Performance Riverside, and organization of prop delivery. Assists in coordination of the individuals working in the scene shop. Handles all publicity, promotion, negotiations, booking, scheduling, parking, ushering, and billing for outreach programs, with strong emphasis on special performances for school children.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Coordinates production, acquisition and handling of all Performance Riverside props.
2. Maintains prop storage and construction areas.
3. Coordinates work on prop and outreach projects.
4. Maintains communications between scene shop and individuals working on projects.
5. Deals with prop rentals from the community and other theater groups.
6. Assists the stage manager in organizing prop/furniture shifts.
7. Designs outreach flyers.
8. Distributes outreach materials through mass mailings and school jet mails.
9. Handles all booking, invoicing, communications and correspondence for schools participating in outreach events.
10. Coordinates house management and ushering of all outreach events.
11. Coordinates with the Office of College Safety and Police for orderly arrival, parking and dismissals of school groups attending outreach events.
12. Updates marquis and lobby displays.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: A minimum of two years directly related experience as a stage or properties technician, two years of directly related experience in theatrical administration, as well as experience in properties, bulk mailing, and phone sales is required. Experience with children's theater, school outreach sales, and organization of volunteer labor is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

ABILITY TO: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, stage manager, security, outside schools, children, and the general public.

WORKING CONDITIONS: Prop and scene department environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.